SECL Styleguide

For every SECL module students must follow one of the two main styles of referencing outlined below. If students do not follow either of the two, then their work may be penalized in line with the SECL marking criteria.

Module convenors and Sections are at liberty to dictate that only ONE style be used.

Golden Rules

Whichever style you follow…

be consistent throughout,

make sure you include full information of each work cited or quoted at some point in your assignment (the style will dictate how and where), and

pay attention to the small details such as parentheses (i.e. brackets) and full stops.

Length of Quotations and a short point about PLAGIARISM

Often you will be referencing quotations. Quoted passages differ in length. There are no concrete rules here (although check if your Section or convenor has laid some down):

If your quotation runs to more than three lines say, or is particularly significant:
separate it from the main text, indent, don’t use quotation marks, and choose a font size and space in a way that makes the quotation stand out as different from the main text.

For quotations three lines or fewer:
in main text, same font size as main text, and use quotation marks.

ALWAYS make sure that if you quote verbatim, you put the quoted material in quotation marks and put a reference to the work cited there and then (either in the text, or in a footnote). Otherwise, you could be accused of PLAGIARISM; (many cases of plagiarism are like this). Putting the reference in the bibliography at the end alone is not enough to ward off such an accusation. Think: “Is it completely unambiguous which words are my words and which are not?”

Websites

(This does NOT include, say, journal articles accessed electronically. For these examples cite as you would in the style chosen below.)

For both referencing styles:
If a website has a named author and year, then reference as below in one of the two styles. If not, then just put the information in a footnote, typically: web address, date accessed. For example:

Some websites – particularly academic works – may have a particular way in which you should cite their entry. If in doubt, cite as they require. For example:


Typically websites have no pages so there will be no page numbers to cite. However, some website entries have numbered sections, and putting in such information is useful. For example:


1 Author-Date

(This is often called ‘Harvard’.)

The Author-Date style does not use footnotes as a way of referencing but instead uses parentheses to mark citation information. This information can then be referenced to a bibliography at the end of your essay.

There are a few ways you can provide the parenthetical information. In SECL we follow the main convention and list author’s last name, date of publication of the work, and page number. For example:

It has been argued that humans are essentially selfish (Snodgrass 1992: 34).

The parenthetical citation is generally listed at the end of a sentence or quotation and before the punctuation (normally just a full stop, but occasionally before the end bracket also, in case the clause one is referencing is part of a normal bracketed item in a sentence).

The citation to Snodgrass would link to a bibliographical list. So, for the example above, the bibliographical entry - the material at the end of the essay - would read:


Please notice the hanging indent, the lack of bullet points, the italicization of the title, and the full publication details.

Things can get complicated. Imagine Snodgrass had published two books and two articles in the same year. In the bibliography you would then sort the entries by date in alphabetical order. You would then qualify each entry by the letters ‘a’, ‘b’, ‘c’, and this would be used in the in-text referencing. For example:


Notice the differences that exist between the different formats. Book titles and journal names are italicized, whilst article titles appear in single quotation marks.

**Author-Date Translations - Guidance**

Many conventions exist about translations, so PLEASE ASK MODULE CONVENORS IF YOU ARE IN ANY DOUBT.

References for translations appear in the bibliography thus:


Or, if there is a precise date for the original (let’s throw in an editor also) then:


If you are just referring generally to a text, then you should write:

The withdrawal of sexual favours can be intended to have positive benefits. (Aristophanes, *Lysistrata*).

Quoting is trickier. Some convenors, and some subjects, have a convention whereby you mention the translator in the text. Others do not. So CHECK. As guidance, either:

*Lys.*: There are a lot of things about us women
That sadden me, considering how men
See us as rascals.

(*Lysistrata*, lines 10-11.)

or

....

(*Lysistrata*, tr. Sommerstein, lines 10-11.)

Similarly, if you cite a year, which one you cite – Nietzsche 1887, or Nietzsche 1994, or Nietzsche 1887/1994 – will differ. CHECK again.

**2 Turabian Style**

Turabian referencing uses footnotes (in MS Word the command to enter a footnote reference is under ‘Insert’). There are two general ways to implement the Turabian system. One uses a bibliography at the end of the essay, the other incorporates bibliographical information in the first entry for a source.
2a Turabian with Bibliography

An example, with two ways – in footnote 1 - of writing the footnote.

It has been argued that humans are essentially selfish.¹

Notice that as opposed to a bibliographical listing, in a footnote the author’s name appears in the format: \textit{author first name, author last name}. Also, no publication information is listed since this is provided in a bibliography at the end.


For multiple year entries, and for different sorts of work – journal article, book, etc. – see section 1.

2b Turabian without Bibliography

It has been argued that humans are essentially selfish.²

For the first entry for a source, provide the full bibliographical details. In subsequent entries, provide just the \textit{author last name}, \textit{title} or \textit{year}, and \textit{page number}.

Moreover, argues Snodgrass, humans are really an accident of nature.³

Turabian Translations - Guidance

Many conventions exist about translations, so \textbf{PLEASE ASK MODULE CONVENORS IF YOU ARE IN ANY DOUBT}.

References for translations appear in the bibliography thus:


If you are just referring generally to a text, then you should write:

The withdrawal of sexual favours can be intended to have positive benefits.⁴

Quoting is trickier. Some convenors, and some subjects, have a convention whereby you mention the translator in the text, otherwise will not. So \textbf{CHECK}.

\textit{Lys.}: There are a lot of things about us women
That sadden me, considering how men
See us as rascals.⁵

Similarly, if you cite a year, which you cite – Nietzsche 1887, or Nietzsche 1994, or Nietzsche 1887/1994 – will differ. \textbf{CHECK} again.

¹ Jonas Snodgrass, \textit{Humans: Evil and the Bleak Outlook for the Next Century}, 34.
³ Snodgrass, \textit{Humans: Evil and the Bleak Outlook for the Next Century}, 89.
⁴ Aristophanes, \textit{Lysistrata}.