

Preparing for A105: Referencing

Presenting references

From the AA100 Study Companion, 2.9 Acknowledging Other People's Work, pp.60-62.

There are many different accepted styles of referencing. If you have studied in the past, you may be accustomed to providing references in the form of numbered footnotes, for example. Unless another style is specified in the study materials, however, we recommend that for AA100 and other OU modules in the Arts and Humanities, you use the *author-date* (or *Harvard*) system of referencing.

- Provide the relevant author's name, the date of publication and the page numbers in brackets just after you have paraphrased or quoted from a source. You can see how this is done in Figures 2.16 and 2.17 above, for example: (Pacheco, 2008, p. 38).
- If the author's name is already mentioned in your sentence, there is no need to repeat it within the bracketed reference.
- It's not necessary to set quotations apart in a different font, or on a separate line, unless they are several lines long.
- The best approach is to keep direct quotations from sources brief, so that they do not disrupt the continuity of your own writing.
- Introduce other people's work into your own writing by using phrases like 'According to Pacheco...', 'As Pacheco points out...', 'Pacheco's view is that...' and so on.

Referencing online sources

What happens when the material you want to acknowledge appears on a website which has no obvious author? Or when you want to quote a statement made by another student or by your tutor during an online discussion? Or when you find an online article via the Open University Library website that you want to cite? Online sources of information need to be indicated via in-script references and bibliography entries just as print resources do.

- For websites, you should provide the author of the website and the date of publication in brackets in your text, like this: (The Open University, 2007). If you cannot identify the author, you should provide the title of the website or the URL. In your bibliography, you should give the author, title of the website, URL and the date on which you accessed it. For example: The Open University (2007) *OpenLearn* [Online]. Available at www.open.edu (Accessed 28 April 2014).
- For messages in online forums, you should cite the author and year of message in brackets in your text, like this: (Jackson, 2014). Your bibliography needs to include the author's name, subject of message, forum name, and the date on which the message was posted. For example: Jackson, S (2014) 'Role of Chorus', forum message to *AA100 tutor group forum*, 18 April.
- For online articles accessed via the Open University Library website, the in-text reference takes exactly the same form as if you'd consulted the article in print. The bibliography entry should also present the details of the item as if it were a print resource, as set out below. However, you should also include the URL and the date on which you accessed the online article.

Presenting your bibliography

At the end of each assignment, you'll need an alphabetical list of all the sources you have used in your work. In some referencing systems, this list is headed 'works cited' or 'references', but for AA100 and most other OU modules in the Arts and Humanities, 'bibliography' is the preferred term. For each item in your bibliography, you need to record the following information:

- author's surname and initials
- date of publication, in brackets
- if relevant, the title of the journal or magazine article, in quotation marks
- the full title of the book or journal, in italics
- name of the editor, if relevant
- place of publication
- name of publisher
- edition, if relevant
- page numbers of articles or essays
- web page address and access date for electronic material.

A brief sample bibliography is set out below.

Chambers, E. and Northedge, A. (2008) *The Arts Good Study Guide*, 2nd edn, Milton Keynes, The Open University.

Hamlin, W. M. (2001) 'Casting doubt in Marlowe's *Doctor Faustus*', *Studies in English Literature 1500–1900*, vol. 41, no. 2, pp. 257–75.

Marlowe, C. (2003 [1604]) *Doctor Faustus: the A text*, (ed. J. O'Connor), London, Pearson Longman.

Nicholl, C. (2004) 'Marlowe, Christopher (*bap.* 1564, *d.* 1593)', in *Oxford Dictionary of National Biography*, Oxford, Oxford University Press, online edn, [<http://www.oxforddnb.com/view/article/18079>, accessed 24 April 2007].

Pacheco, A. (2008) 'Christopher Marlowe, *Doctor Faustus*', in Moohan, E. (ed.) *Reputations* (AA100 Book 1), Milton Keynes, The Open University, pp. 29–54.

You can see that each of these entries follows a set format: the author's name comes first, followed by the date in brackets. After that comes the title of the item used. If that item is itself a book, the title is placed in italics, but if it's an article in a journal, or a chapter or essay in a book, the title is placed in quotation marks. The title is followed by various supplementary information, with each entry ending with the name of the publisher. If the item you have used appears *within* a larger publication, the page numbers on which the item starts and finishes are supplied right at the end.

If all this seems complicated, that's because it is! For this reason, all that's required as you set out on *The Arts Past and Present* is that you show an understanding of the principles of referencing and provide bibliographies for your written work. Remember that a bibliography is not an end in itself, but a guide to help your reader find the sources you've referred to in the course of your work. There is more information on setting out references and compiling a bibliography in the Assignment Booklet.

Some examples of referencing

From AA100 Study Companion, 2.9 Acknowledging Other People's Work, p.65.

Example 1

The Prologue portrays Faustus as intellectually ambitious, and associates his ambition with 'an immoderate appetite, with an inflated sense of his own value, and with a dangerous ... overreaching' (Pacheco, 2008, p.38). The Chorus praises Faustus for his brilliance, (lines 15-19) but Pacheco points out that if his brilliance 'pushes past certain boundaries, it becomes sinful and provokes divine punishment.' (Pacheco, 2008, pp.38-40). Faustus seems destined to exceed the limits imposed on the 'pursuit of knowledge' (Pacheco, 2008, p.40) by a Christian universe.

From the AA100 Study Companion, p.65. Figure 2.16 Example of student's writing on *Doctor Faustus* (2)

Example 2

Pacheco argues that the images of appetite and the allusion to Icarus in the Prologue link Faustus's intellectual ambition with 'overreaching' (2008, p.38). The Chorus is ambivalent in its judgement of Faustus, praising his outstanding intellect, but also suggesting that his intellect may cause him to go too far. The play evokes Christian, and possibly Calvinistic, values (Sinfield, cited in Pacheco, 2008, p. 44) which suggest that the pursuit of knowledge should not be unlimited, and that salvation cannot be earned through human effort alone.

From the AA100 Study Companion, p.65. Figure 2.17 Example of student's writing on *Doctor Faustus* (3)