



Style sheet

General rules for what to cite

1. Citations

You should add a citation to your text every time you quote, paraphrase or summarize another person's work or ideas, reference to theories, statistical information and data that are considered not common, references to information found in newspapers and magazines. You should add the URL and access date to make it clear that you accessed it online (if you did so).

2. About quoting

Quoting means reproducing the exact words of another person.

a. Quoting short extracts:

A short quotation is one that constitutes a sentence spanning two or three lines at most. Short quotations should be placed within your own paragraphs, with quote marks '...' around them.

The page number should be included in the citation.

e.g. Javier Solana (2005: 3) states that 'in the years ahead inter-regional dialogues will steadily reshape the nature of international politics and forge new mechanisms to manage global interdependence and tackle cross-border problems'.

b. Quoting extended extracts:

A quotation that is longer than two or three lines and/or which comprises more than one sentence is normally set off from the rest of the paragraph by:

- A blank line before and after it, and
- Indenting it slightly left

3. Paraphrasing

Instead of quoting scholars directly, you will usually report what they have said in your own words. Given that the idea is not your own, you must indicate the source from where it stems. In this case, it is not essential to indicate page numbers.

e.g. Shaun Narine takes issue with the constructivist approach to analysing Southeast Asian relations ... Narine (2002) notes that ASEAN member states' preoccupation with preserving their sovereignty is at odds with the building of an ASEAN identity that is at the heart of the constructivist approach to regional relations.

4. The Basic Citation

In the Harvard style, a citation is the author's surname and the year of publication.

e.g. (Jones, 2012)

e.g. Research by Jones (2012) has proved that...

e.g. Jones (2012 p.2) argues that that there is a consensus "on the absolute centrality of the non-interference principle for ASEAN states"

5. Reference Format

Each type of reference has a slightly different format

a. Book

Author surname, initials

Year of publication (in brackets)

Title of the book (in italics) Edition, if not the first edition

Place of Publication

Publisher

e.g. L. Jones (2012) *ASEAN, Sovereignty and Intervention in Southeast Asia*.

Basingstoke: Palgrave Macmillan.

e.g. H. B. Garland (1999) *A Concise Survey of German Literature*, 2nd edn.

Basingstoke and

New York: Palgrave Macmillan.

b. Edited book

Editor Surname, initials

Ed. or eds. (in brackets)

Year of publication (in brackets)
Title of book (in italics) Edition, if not the first edition
Place of Publication
Publisher

e.g. Kofman, E. and Youngs, G. (eds.) (2003) *Globalization: Theory and Practise*, 2nd ed. London: Continuum.

c. Chapter or article in an edited book

Chapter author surname, initials
Year of publication (in brackets)
Title of the Chapter followed by in Editor Surname Ed. or eds. (in brackets)
Title of the book (in Italics)
Edition
Place of Publication
Publisher
Page numbers of the chapter

e.g. Williams, M. (2003) Social movements and global politics in Kofman, E. and Youngs, G. (eds.) (2003) *Globalization: Theory and Practise*, 2nd ed. London: Continuum, 234-274.

d. Dealing with multiple sources written by the same author

Where more than one author is making the same point, you can cite them all in a single set of brackets.

e.g. (Attinà 2005; Attinà 2007)

Where one author is making the same point in multiple works, you can give the surname once and then add the years.

e.g. Orwell (1989, 1992, 2008)

e. Dealing with multiple sources written by the same author

When an author has published more than one cited work in the same year add, "a", "b", "c", after the year, where "a" is the first work you cite, "b" is the second, "c" is the third.

e.g. (Attinà 2005a; Attinà 2005b)

If an author has more than one work in the same year list them alphabetically.

e.g. (Attinà 2007a; Attinà 2007b)

f. **The use of et al**

When citing or quoting the work written by more than two authors is common practice to use

the name of the first author followed by et al. in your in-text reference

e.g. Beck et al. have argued that...

e.g. (Beck et al., 2002)

g. **Journal article**

Author surname, initials

Year of publication (in brackets)

Title of the article

Title of Journal

(in italics)

Issue number (in brackets)

Page numbers of the

article

e.g. M. Finnemore and K. Sikkink (1998) 'International Norm Dynamics and Political Change', *International Organization*, 52 (2), 887-917.

h. **Newspaper article**

e.g. Traynor, I. and Roberts, D. (2013) 'Obama scrambles to limit crisis amid EU outrage overbugging', *The Guardian*, 2 July, 6-7.

i. **Articles from webpages, online databases or other electronic publications**

The general advice is to try to apply the same principles to online sources as to references to books or journals.

j. **Webpage**

e.g. Tesco PLC (2013) *Vision and strategy*. Available from <http://www...> Accessed 2 July 2013.

Remember the basics:

- Put the list of references at the end of your work, after the conclusion.
- List the references alphabetically by the first author's surname.
- Do not separate lists of references by type of source (unless specified).
- The list should not be numbered.