Brief Notes on the Referencing System which is to be used in assignments, papers,
dissertations and other written submissions unless otherwise specified

The EDRC has adopted one referencing system for all dissertations / theses
(Bachelor, Master and Ph.D.) and for all papers and assignments submitted for
assessment purposes in all the study-units and courses run by the Centre. The Oxford
Referencing system has been adopted and this note provides the necessary information on
how to use this referencing system.

The referencing system adopted is based on footnotes in superscript, normally
occurring at the end of the sentence and with the reference written at the bottom of the
page as in the example below. Do not confuse references with the bibliography which is
to be placed at the end of the work (see below).

“This development also coincided with a migration of textile
and clothing firms from the northern European countries, which
were experiencing rising labour costs, to the southern
developing countries where labour costs were substantially lower.”¹

¹ Roderick Pace (2001), Microstate Security in the Global System, Malta,

1. Footnotes must be numerical and in chronological order, i.e. 1, 2, 3, .... Start a
new series of footnotes with every chapter.

2. The footnote must include the page number from where the book or journal is
being quoted.

3. The footnote must include the following elements:

   3.1 Author(s), name in full or initial and surname (If you choose to quote full
   name do so consistently throughout the work
   3.2 The title of the article or book/journal;
3.3 Editor (s) when the book is edited;
3.4 Publisher and the place / location of publication
3.5 Year of publication.

4. The footnote should be written in full the first time that the work is being quoted but subsequently a shortened version should be used as shall be shown in the examples below.

5. The titles of books and the name of journals should be in Italics.

6. When an article is being quoted from a journal, put the title of the article in inverted commas and the title of the Journal in Italics. Make sure that the volume, issue number if applicable and year of publication, together with the other details in point 3 above are included when quoting a journal article.

7. In the footnote, all items are to be separated by a comma and the reference or citation must end with a full stop.

8. In the Oxford Referencing system the date of the work is normally placed towards the end of the reference e.g.:


We prefer that the date be placed near the author to help the writer maintain his or her focus on the chronology of the work. Hence, the following format is preferred:


**Other Examples in addition to the example in the Diagram above**

1. **If the book is written by two authors, use this format:**


2. **In case of books which are co-edited:**

3. **When quoting from a Journal:**


4. **When quoting from a chapter in an edited book:**


5. **When quoting from a Newspaper article:**


6. **When quoting from a web-page**


**Furthermore On References**

There is no need to reproduce a full reference in a footnote once it has already been used once.

A. **The first time a work is used, its full details must appear in the footnote:**


B. **If the footnote which follows refers to the same work, then what is needed is a reference such as the following:**


   ibid. means same as the last entry
C. Or you may use the following:


Op. Cit. comes from Opere citato in Latin / opera citata Italian, which means from the work already cited. This can be useful in the examples supplied in the following point (E).

D. When another work comes in between as in the example below, use a shortened form:


3 Fry, p.107.

E. When works by the same author are being used in the same assignment or thesis, an abbreviated form may be used after the works have been quoted in full the first time.

Suppose that the following publications by the same author have been used:


In the footnotes which follow, in order to distinguish between the two works and at the same time use a shortened reference, one can write:

Beetham (1994), p. 77. (When referring to the second work) or

Beetham (1991), p. 20. (When referring to the first)

Or

Beetham (1994), op. cit., p. 77. (When you refer to the second work) or

Beetham (1991), op. cit., p. 20. (When you refer to the first)
Or


**If only one work is cited from Beetham, an even shorter form can be used:**

Beetham, op. cit., p.20

**Quotations**

1. **When quoting authors or writers use the full name of the writer or author quoted. For example:**

   Stefan Wolff and Annemarie Peen Rodt observe that the ENP specifically excludes the participating states from future membership.

2. **When paraphrasing in one’s own words from a book or journal article a footnote is required at the end of the paraphrase.**

   Gwendolyn Sasse claims that following the ‘Orange Revolution’ the EU was reluctant to conclude an Action Plan with the Ukraine and that the revolution itself was followed by an inconclusive internal political struggle.¹


3. **When quoting word for word from a book, article etc, the part quoted has to be placed in between inverted commas.**

   “Moreover, in its Declaration no.18, the IGC underlines that the Union may decide to cease exercising its competence in an area of shared competence, by repealing a legislative act, in particular in order to better respect the principles of subsidiarity and proportionality”¹

4. Should the quote be more than 30 words, it ought to be placed in an indented paragraph without quotation marks as shown below. The indent must be 1 cm from each side of the quote.

Jean-Claude Piris when discussing the principle of conferral of competences as found in the Treaties as amended by the Lisbon Treaty claims that there are many other considerations which need to be taken into account:

Moreover, in its Declaration no.18, the IGC underlines that the Union may decide to cease exercising its competence in an area of shared competence, by repealing a legislative act, in particular in order to better respect the principles of subsidiarity and proportionality. ¹


The Bibliography

At the end of the essay, assignment or thesis, add a bibliography. The bibliography must include all the sources that have been used including books, journals, newspapers, on line data bases etc.

Group all the works together according to their type and list them in alphabetical order.

The typical ‘grouping’ of works in different categories that we refer to here will look something like this:

- Books
- Chapters from books
- Journals
- Electronic Sources including documents found in a web-page
- Any other sources

Below is a checklist of what should be included in the bibliography. Note that unlike the footnotes and references, in the bibliography author names must start with the surname and they must be listed in alphabetical order.
# BIBLIOGRAPHY CHECKLIST

<table>
<thead>
<tr>
<th></th>
<th>Book</th>
<th>Article or Chapter in Book</th>
<th>Journal Article</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Author, surname and name/initial</td>
<td>Author, surname and name/initial</td>
<td>Author, surname and name/initial</td>
</tr>
<tr>
<td>2</td>
<td>Year of publication in brackets</td>
<td>Title of article in inverted commas (single)</td>
<td>Year of publication</td>
</tr>
<tr>
<td>3</td>
<td>Title of the book in Italics</td>
<td>Editor of the book from where the chapter is quoted</td>
<td>Title of article in inverted commas</td>
</tr>
<tr>
<td>4</td>
<td>Place of Publication</td>
<td>Title of the book in Italics</td>
<td>Title of Journal in Italics</td>
</tr>
<tr>
<td>5</td>
<td>Publisher</td>
<td>Publisher</td>
<td>Volume Number</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>Place of Publication</td>
<td>Issue number</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>Page numbers may be included</td>
<td>Page numbers</td>
</tr>
</tbody>
</table>

## Web sites or pages

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Author, surname and name/initial – This could also be a legal person, say the European Commission etc.</td>
</tr>
<tr>
<td>2</td>
<td>Title of work in single inverted commas</td>
</tr>
<tr>
<td>3</td>
<td>Full reference of the work (paper etc) and its number</td>
</tr>
<tr>
<td>4</td>
<td>Publishing Institution (Institute for International Relations, Office for Official Publications of the EU, etc)</td>
</tr>
<tr>
<td>5</td>
<td>Place of Publication e.g. Berlin, Brussels, London etc</td>
</tr>
<tr>
<td>6</td>
<td>Full URL address</td>
</tr>
<tr>
<td>7</td>
<td>Date when you accessed or viewed the work</td>
</tr>
</tbody>
</table>
Example

Bibliography

Books


Chapter in Book


Journals


(Note that when quoting page numbers, you do not write 149-164 but 149-64)

Web-site


Newspaper


Documents “Without” an Author