

# HOW TO GIVE BIBLIOGRAPHIC REFERENCES

All Hausarbeiten, final tests, handouts, written reports, etc must contain references. These references must be **ABSOLUTELY ACCURATE** and **ABSOLUTELY CONSISTENT**. Readers must be able to find an article or book, and possibly also a quote in the article or book. A small inaccuracy can make a reference unfindable.

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Give references like this:

## 1. IN THE TEXT.

Author (date), and page numbers if relevant. E.g.:

A thorough discussion of Popp's work is provided by Bobbs and Dodds (1994: 101-23). Later work by Popp himself (Popp 1995a, b) is interesting, but less relevant to my topic.

## 2. IN THE REFERENCES (at the end of your work).

### 2.1. Articles:

Author (date) Title. *Journal*. Volume. Pages.  
Author (date) Title. In Editors *Book*. Place: Publisher. Pages.

### 2.2. Books:

Author (date) *Title*. Place: Publisher.

### 2.3. Examples:

Italicize book titles and journal titles. Don't use quote marks. Eg:

Bobbs, B B (1993) A new theory of something or other. *Journal of Very Interesting Things*. 2, 4: 6-66.

Bobbs, B B & Dodds, D D (1994) *On Popp and his Populist Theories*. Oxford: Sellwell.

Dodds, D D & Bobbs, B B eds (1994) *The Definitive Popp Reader: A Companion Volume*. Oxford: Sellwell.

Popp, P P (1995a) An article I think is interesting. In P P Popp *Some of My Most Interesting Work: A Collection*. London: Poppleton University Press. 99-199.

Popp, P P (1995b) Another short article on the same thing. *Journal of Repetitive Research*. 11, 1: 111-12.

## 2.4. World-wide-web pages

For material in the world-wide-web, the following format is usual:

Author (date) Title of Web-Page. <http://address>. (Date accessed.)

The date accessed is essential, because web-pages change frequently or vanish.

(Incidentally, this does not mean that they can no longer be found. The web is archived at <http://www.archive.org/web/web.php>.)

Citing world-wide-web pages can be difficult. Sometimes it is not clear who the author is. And often there is no page title. But try to find out and try to give the reader helpful information.

The system described above is not the only reference system, but is normal in Angöo-American linguistics, and convenient for authors and readers:

It avoids repetition, and puts all references in one place.

It avoids footnotes.

It avoids op cit: this can be irritating for readers as they try to find the full reference somewhere earlier in the text.

## QUOTING OTHER PEOPLE'S WORK

Hausarbeiten **MUST** contain evidence of what you have read. They **MUST** therefore contain accurate references to this work. If you quote phrases or sentences from books or articles, these parts **MUST** be in quote marks, with full references, e.g.:

As Chomsky (1965: 3) says, "... exact quote here ...".

If you copy the content of what someone else has said – and merely change a few words – this does **NOT** make it your own work. If you want to quote someone else's argument in your own words, then you might say, e.g.:

As Chomsky (1965: 3) argues, ... your paraphrase here ...

## PLAGIARISM: A WARNING

Plagiarism is the unfair or unacknowledged use of other people's work. To quote or use work without acknowledgement is a **SERIOUS OFFENCE**. An essay which contains plagiarism **AUTOMATICALLY FAILS**.

Undergraduate dissertations and also Hausarbeiten must contain the statement:

"Hiermit versichere ich, dass ich die vorliegende Arbeit selbstständig verfasst und keine anderen als die angegebenen Hilfsmittel benutzt habe. Stellen, die wörtlich oder dem Sinne nach anderen Werken entnommen sind, sind in jedem einzelnen Fall unter Angabe der Quelle der Entlehnung kenntlich gemacht. Dies gilt auch für Zeichnungen, bildliche Darstellungen, Skizzen und dergleichen."

It is tempting to down-load documents from the Web and to insert them, modified or unmodified, into essays. **DO NOT DO THIS.** You will be found out. If your examiner suspects that you have done this, he or she just has to type a few phrases into a search-engine, and will probably find the plagiarized passages within a few minutes!

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If you are in doubt about any of this, please come and ask me.

Michael Stubbs

Last up-dated February 2008.

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