

# **POLITICS STYLE GUIDE**

**FOR ESSAY WRITING  
&  
REFERENCING**

**POLITICS PROGRAM,  
SCHOOL OF HISTORY AND POLITICS  
FACULTY OF ARTS  
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## **Introduction**

This guide aims to assist students undertaking politics subjects at the University of Wollongong (UoW) in two key areas: essay writing and appropriate referencing. The guide explains how to write an effective essay in Politics and how you can provide correct and accurate references to the sources you use.

There are many different styles of referencing used in academic writing and this guide applies only to Politics subjects at UoW. Students writing in the disciplines of, for example, History, Sociology, Law, Economics or Philosophy, should seek direction on how to reference from academic staff in those disciplines.

We hope that this guide helps you to write better essays and to achieve your best, and that you enjoy the Politics subjects you have chosen.

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School of History and Politics  
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## **ESSAY WRITING**

All Politics subjects at University of Wollongong require essays to be submitted for assessment. The nature and focus of the questions set will vary according to the subjects chosen, but all Politics essays require appropriate presentation and accurate referencing. Below are some points that will assist you in structuring and writing better essays.

### **1. Composition**

An essay is an exercise in argument. Your politics essays should show an awareness of relevant debates within a subject or topic area and should adhere to the prescribed word length. Your essay should contain sufficient evidence to convince a reader that the argument you have advanced is based on fact and research, not on opinion alone.

Your essay should appeal to facts and to reason, not to emotions and prejudices. It should be clearly introduced, developed logically, and it should then lead to a conclusion. It must be internally consistent and develop a number of key points.

An essay has three parts: the introduction, the body and the conclusion. Your introduction should discuss the topic of the essay and indicate how you will develop your argument concerning the aspects of the question you believe to be the most important. In the body of the essay you should develop these points through informed research and reasoned discussion. Here you can demonstrate the breadth of your research and the depth of your knowledge or understanding of a topic by comparing and contrasting different authors' opinions in order to generate your own perspective. Finally, in the conclusion, you should not seek to develop new material but should rather restate your central arguments. This provides the reader with a succinct summary of your basic argument.

## **2. Relevance**

Your argument needs to be relevant to the question set, so you should avoid getting side-tracked discussing irrelevant points. Ask yourself “How does this point help to answer the question”? If you find that what you have written does not help you make a point then it most likely should be cut from your essay.

A good essay shows evidence of strong research skills and the central feature of the essay should be a strong and reasoned argument. Your argument should be consistent and not contradictory. The language used should be grammatically correct and not able to be misinterpreted: clear expression is the key. The reader must always be clear as to what you are saying, and why you are saying it.

A good tip is to read your work back to yourself before submitting. Better yet, get a friend or family member to read your essay. They may not know as much as you do about the topic, but if they cannot understand what you have written then your essay is probably not very well expressed. Good writing should be understandable to everyone.

Your essay should be a finished piece of work and not a draft. Note forms, dot points and abbreviations (such as “gov.” for “government”) have no place in an essay. An exception to this is for established organizations. If you refer to a body such as the European Union you should spell it out once the first time you use it. For example “The European Union (EU) formed in 1992 from the old European Economic Commission (EEC)”. The next and subsequent usages can be the abbreviations or acronym. Similarly if you are discussing the World Trade Organization (WTO) or the Association of South East Asian Nations (ASEAN) then you should refer to these organizations in full in the first usage, and from then on then employ the shorter versions.

The best essays are clearly written, well structured, well researched, well argued, aware of counter-arguments, interesting and original.

## **3. Using your Sources**

All essays require research and it important for your tutors and lecturers to be able to find this research, if required, to see that you have understood the arguments of others that you are using in your essay.

There are numerous sources that one can use in essay writing as reference materials: books, journal articles, on-line materials provided by your lecturer, print media, newspapers and magazines, radio broadcasts, television documentaries, interviews, internet sources, organization websites and so on. Whichever sources you use in your essay, you must make sure that you reference them correctly. The reader needs to know if what you are using from your source is a fact, an opinion, a quote or a line of argument.

Quotes are acceptable, but they should be used sparingly. Essays that are effectively a string of quotes show no capacity for analysis or reasoning, nor do they demonstrate the ability to construct an argument.

What is often preferable to quoting is to summarise what an author is saying, a practice known as ‘paraphrasing’. Students should note however that paraphrasing is not simply changing a word here or there, but providing a summary of the argument of another author. A common problem is a half-hearted attempt to change merely a few words, which leaves the passage essentially as an unacknowledged quote.

The example below concerns a chapter in the 3<sup>rd</sup> edition of *The Globalisation of World Politics: an introduction to international relations*, edited by John Baylis and Steve Smith, 2005, Oxford University Press, Oxford.

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### **The full quote:**

“Given that Marx was an enormously prolific writer, and given also that his ideas developed and changed over time in significant ways, it is not surprising that his legacy has been open to numerous — and often contradictory — interpretations” (Hobden & Jones, 2005: 229).

### **A poor effort at paraphrasing:**

Marx was an enormously prolific writer, but his ideas developed and changed over time in significant ways, so it is not surprising that his legacy has been open to numerous — and sometimes contradictory — interpretations (Hobden & Jones, 2005: 229).

The problem with this rendering of the original is that while a few words have been changed, the syntax (sentence construction) and even the expression remain largely the same. This is *effectively* a quote, but it has not been *acknowledged* as such: there is too little change to distinguish the original quote from what the essay writer is now purporting to pass off as his or her own work. Here the writer is basically attempting to use the work of two other authors but without *appropriate* attribution as to the *extent* of the borrowing. This is both intellectually dishonest and a form of plagiarism — it is the use of the work of others as your own, even if it is partly acknowledged. The University has policies on plagiarism and other academic misconduct, and if your tutor or lecturer believes that you have committed plagiarism there can be serious consequences if the case is proven, including suspension and ultimately expulsion from the University.

Plagiarism can in most cases be avoided with a disciplined approach to your writing. This sort of problem, if not done in a deliberate manner, comes from trying to write essays without adequate research. You always need to have some distance between your sources (from which you take notes) and your final essay (which is compiled from your notes). Most importantly you should have your argument clear in your head and in a draft plan *before* you begin writing. Doing so will hopefully avoid this sort of problem. Poor paraphrasing and plagiarism can and should be avoided.

### **A better effort at paraphrasing:**

Hobden and Jones (2005:229) argue that due to the vast body of Marx's work over several decades, scholars have different views of what his ideas mean, and sometimes these views will disagree with each other.

Note here that the argument of the two authors is acknowledged as theirs, and while many words have been changed the basic meaning remains the same. This is essentially a summary of the argument of others and is appropriately referenced.

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Paraphrasing is a skill that is learned over time. You need to keep in mind where the idea comes from but try to put this idea into your own words. It is an important part of essay writing as you are trying to condense or summarise a more complex argument. Good paraphrasing also prevents your essay from looking like a long string of quotes that are stuck together with no argument of your own.

If you are having trouble working out how to summarise or paraphrase effectively, or how to construct an argument, speak with your Politics subject tutor during consultation hours.

## **4. Length and Presentation**

Essays should conform to the given word length for the specific assessment task. As a rule of thumb you should try to stay on the word limit as this is part of the challenge of the essay. Some lecturers have a tolerance of about 10% of the word limit either way, so for example in a 3,000 word essay, something between 2,800 and 3,200 words is arguably acceptable but you should aim to be as close to 3,000 as possible. The word count does not include the bibliography or an abstract.

Essays should be:

- typed on one side of the page only
- use 1.5 line spacing
- and use 12 point type

With:

- a margin of at least 5cm on the left-hand side of the page

If a quotation is longer than two lines, it:

- should be indented 1cm from the main body of the essay text (i.e. 5cm from the edge of the page)
- should be set in 10-point type (not in quotation marks).

If a quotation is less than two lines it should be:

- Included in the essay text
- Set in quotation marks.

A quotation should always keep the *original spelling* of the author you are quoting. For example if an author that you cite refers to the United States Defense Department then in your essay it should be ‘Defense’ with an ‘f’, not ‘Defence’ with a ‘c’. The same goes with labor/labour when used by other authors. Keep the spelling from the quote or organization as in its official title or as it is used by another author.

It goes without saying that your quote should be fully referenced. Two examples below in Harvard style referencing show how this can be done.

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A short quote within an essay:

The idea of collective security has a long history. Woodrow Wilson’s “...enthusiasm for self-determination struck a responsive chord in Europe” but he was “ ...considerably less committed to its application to non-white peoples” (Carruthers 2005: 70). As a result empires were maintained throughout the world in the wake of the First World War and self-determination happened mostly in Europe.

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Or as an indented quote:

The use of nuclear weapons to end the Second World War is still a matter of considerable debate. There are moral arguments about the potential for averting a large loss of life on the allied side resulting from any planned invasion of the Japanese mainland, but equally strong moral arguments that claim the bombings were unnecessary. Scott (2005: 104) argues:

Whether the use of nuclear weapons demonstrated the awesome power of such weapons to post-war decisionmakers and thereby initiated their use, or whether by accelerating the development of the Soviet Atomic bomb Hiroshima speeded up or even started the nuclear arms race are questions to consider.

Scott of course is not alone in being unable to reach a decision about the morality or legality of atomic weapons.

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## **N.B: WIKIPEDIA**

Wikipedia is a useful site to commence your research, but it is essentially a received or agreed interpretation of fact or history, compiled by interested parties. Some entries are essentially the spin on an organization set up by that organization, other pages are biased, and others are routinely vandalised. While its checks and balances are becoming better, it is still **not academic research**, and neither for that matter is Encyclopaedia Britannica or Encarta. None of these should be cited as sources and generally should not appear in your essays. All such reference libraries are useful starting points to read around a topic but they do not themselves constitute research.

## **PART A: REFERENCING WITH FOOTNOTES (OXFORD STYLE)**

We now turn to the setting out of the two styles of referencing accepted in Politics at UoW. The two types of referencing are known as footnoting, also called “Oxford style referencing”, and Harvard style. Both are named after the Universities.

The choice for you is simple: either use footnotes and have your references on the bottom of the page, or use Harvard and have the reference within the text. Both styles have different ways of doing bibliographies.

The Politics Program has no preferred system of referencing. Marks may be deducted for incorrect or inadequate referencing, depending on the level of pedantry your tutor or lecturer may be experiencing. Our advice is to select one system, perfect it and stick with it. Your tutors can assist you if you are experiencing difficulties concerning what to reference, or how often references need to be used.

**You are able to use whichever system you desire, but do not mix the two systems together.** For example, the following would be unacceptable as it conflates two different systems.

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P. J O'Rourke's *Eat the Rich* (1999) makes a series of critical claims about the governments of Cuba and Russia. Tad Szulc however in his portrait of Fidel Castro presents a rather different picture about life in the blockaded island state.<sup>1</sup>

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This is wrong as it mixes Harvard (Brackets) with Oxford (numbered footnote) style referencing.

### **FOOTNOTING (Oxford Style)**

If you choose to use footnotes (Oxford style) your references must:

- Be numbered consecutively throughout the essay (i.e. from 1 to 23 or from 1 to 45)
- Be located at the base of each page
- Come immediately after the word, sentence or passage to which it refers.
- Be raised above the line in superscript.
- Come *after* your punctuation, not before.

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Example:

Dunne and Schmidt describe Kenneth Waltz as a structural realist.<sup>2</sup>

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<sup>1</sup> T. Szulc, *Fidel: A critical portrait*, London, Coronet, 1989.

<sup>2</sup> T. Dunne and B. C. Schmidt, “Realism”, in J. Baylis and S. Smith (eds) *The Globalization of World Politics*, 2<sup>nd</sup> Edition, Oxford University Press, Oxford, p. 153.

Footnotes provide the reader with the exact source of information, opinions and direct quotations taken from other authors or from documents. This allows your reader to check the information you have used or interpreted. It is necessary to provide footnotes in the following circumstances:

1. Where you use a direct quotation
2. When using someone else's ideas, or a phrase with which an author is identified
3. Where you wish to provide the source for statistics and facts that are not common knowledge.

Footnotes may qualify or add to the discussion in the text of the essay. In this way, worthwhile material can be included which might otherwise disrupt and distract from the central argument in the text. Use footnotes of this type sparingly. Footnotes are not a device to overcome the difficulties of stating the argument within a prescribed word length. You should place relevant material in the body of the essay, and always aim to be succinct.

It is necessary to use some discrimination and to strike a balance in the use of footnotes. You do not need to give references for well-known facts about which there is no dispute. For example you would not be required to reference the fact that:

- World War II ended in 1945; or
- The First Fleet landed in New South Wales in 1788.

Essays can be over-documented as well as under-documented. You can assume that your tutor has a general knowledge of basic facts of the subject matter in which you are enrolled so you do not have to reference things that you think are common knowledge.

### **Use of direct quotations**

It is necessary to indicate clearly when direct quotations are being used. Whether this is within the text for a short quote, or indented for a longer quote, a footnote to the source should always be provided.

Where you have a sentence in which you need to reference several different pieces of information, each footnote should be located next to the claim, fact, statistic or interpretation to which you wish to refer, so as to make clear which footnote relates to which source. Any words you omit from a quotation should be indicated by three consecutive dots (i.e. ... ), known as an ellipsis to indicate that some of the original quote is not used.

Square brackets [ ] should be used to indicate words that have been added to the original quotation, often done to provide context, and words which have been altered within a quotation.

## **How to footnote different types of sources**

The first reference to a work must give all the information necessary to identify it. There are a number of ways in which information can be given in references. You will find in the books and articles that you read that various methods are adopted by different disciplines, journals, and publishing houses. House styles, just like academic programs, also change over time so while this guide will help you to reference for Politics subjects, you should consult other disciplines to understand their preferred referencing styles. When you come to write for journals you will find that journal styles vary enormously and you simply have to follow a different set of guidelines for which ever publication you are submitting your article to.

The following information is provided to help you reference the different types of sources that you may encounter. As a general rule, if in doubt include as much information as you can to allow the reader the best possible opportunity to locate the source that you have used. This is particularly important for sources from the internet.

Your first reference to a source is critical and must contain all of the necessary information for the reader to find it if necessary. The second time you use the source you may use an abbreviated form (covered below). Please note that the order of information you provide about a source and all punctuation is important.

### **Referencing Books**

- (a) A book with a single author

The First Reference to a Book written by one author contains:

The author's given name or initial(s), the family name, the title of the book (in italics), the edition number (if not the first edition), the publisher, the place (usually city) of publication, the year of publication, and the page number (p.) or numbers (pp.) that you used for the information that you are required to reference.

Examples:

S. Encel, *Cabinet Government in Australia*, Melbourne University Press, Melbourne, 1962, p. 41.

L. F. Crisp, *Australian National Government*, (4th edition) Longman Cheshire, Melbourne, 1978, pp. 147-149.

Francis Fukuyama, *State Building: Governance and World Order in the Twenty-First Century*, Profile Books, London, 2004, pp. 51-52.

- (b) A book with two or more authors.

If there are two authors both names should appear in the order shown in the title page. For example:

B. Brugger and D. Jaensch, *Australian Politics: Theory and Practice*, George Allen and Unwin, Sydney, 1985, p.80.

Roger Maaka and Augie Fleras, *The Politics of Indigeneity: Challenging the State in Canada and Aotearoa New Zealand*, University of Otago Press, Dunedin, p. 13.

If there are three authors given, their names should also appear in the order shown in the title page:

M. McConville, A. Sanders and R. Leng, *The Case for the Prosecution: Police suspects and the construction of criminality*, Routledge, London, 1991, p. 83.

If there are more than three authors then the Latin abbreviation *et al.* is used to demonstrate that only the first name is mentioned but that there are more authors. *Et al.* is short for the Latin masculine *et alii*, the feminine *et aliae* and the neuter *et alia*, all of which mean “and others”, and like all words that come from other languages it is normally italicised. It should be used thus:

B.L. Smith, *et al.*, *Political Research Methods*, Houghton Mifflin, Boston, 1976, p. 5.

### Referencing a Chapter from an edited book

You will often find a useful chapter or article in an edited collection. It is important to be careful when giving a reference from an edited collection not to confuse the chapters written by different authors with the editors, who sometimes also write chapters.

The correct form for giving references to chapters in edited collections when footnoting is:

Author's initial and name, title of chapter in single quotation marks, the name of the editor or editors, title of book in italics, the edition number (if it is not the first), publisher, place, date of publication, page number(s) of the information used (the full page numbers of the chapter go in the bibliography).

Some examples include:

Peter Londey, ‘Inventing peacekeeping’, in David Horner, Peter Londey and Jean Bou (eds), *Australian Peacekeeping: Sixty years in the field*, Cambridge University Press, Melbourne, 2009, pp. 13.

Elizabeth Garnsey, ‘Women’s work and theories of stratification’, in Anthony Giddens and David Held (eds), *Classes Power and Conflict: Classical and Contemporary Debates*, Macmillan, London and Basingstoke, 1982, pp. 425-427.

Colin A. Hughes, ‘The Polity’, in A. F. Davies and S. Encel (eds), *Australian Society*, (2nd edition) Cheshire, Melbourne, 1970, p. 228.

Steve Reglar, ‘Keynes and his critics’, in Norman Wintrop (ed.), *Liberal Democratic Theory and its Critics*, Croom Helm, London and Canberra, 1983, p. 411.

## Referencing Journal Articles

The first reference to an article from a journal should include the following information:

Author's initial and surname, the full title of the article in single quotation marks, the name of the journal in italics, the volume, number and the year of publication, page number or numbers of the quotation or specific reference. You should express the publication details in the same way as the journal.

Examples:

D.M. White, 'Constitutionalism', *Politics*, Volume XVI, Number 2, November 1981, p. 211.

Gwen Gray, 'Privatisation: an attempt that failed', *Politics*, Volume 22, No. 2, November, 1987, p.23.

Notice here that the way that the journal *Politics* listed its publication details changed sometime between November 1981 and November 1987. Another example is *New Left Review*, which began a new numbering system in the year 2000. Try and follow the way that journal editors cite their publication details, as it is important to give the most accurate reference as possible to your reader.

## Referencing On-line journal articles

Journal articles located through web searches and the many databases to which the University of Wollongong Library now has access are referenced the same as printed journal articles. The pdf copy that you download will come from a much longer hypertext transfer protocol (http) string – the web address of the journal and the specific location within its pages. Such information is not required for your essays as the footnotes will end up as lines of characters. For journal articles all that is required is the reference, as for a printed journal, although after your reference you should include the name of the database used to indicate that you found it online and the date of download.

For example:

Gwen Gray, 'Privatisation: an attempt that failed', *Politics*, Volume 22, No. 2, November, 1987, p.23 (via Proquest, 10 February 2011).

## Referencing On-line articles from the internet

Rules for referencing information from the internet are evolving daily as new platforms and media emerge. Leaving aside the issue of why so many people believe that their random observations on life and chronic inability to spell are interesting to others, referencing blogs, twitter or even newspaper web pages do present some difficulties.

For a tweet you need as much information as you can gather including the tweeter's name and address, for example:

Ben Smith, [@ben politico] 'Is Obama edging towards his own "freedom agenda"', 13 February 2011, <http://twitter.com/benpolitico> [date of visit 14 February 2011]

The basic rule is to provide as much information as you can that will take you directly to a source so with the internet where stories come and go the actual website is required, as is the date of your viewing of the page. While websites do change daily they also archive in a logical manner so the string you list should usually work for some months.

So for an article on a website:

Clarence B Jones, 'Reflections on a Revolution', *The Huffington Post*, 13 February 2011, [http://www.huffingtonpost.com/clarence-b-jones/reflections-on-a-revolution\\_b\\_822628.html](http://www.huffingtonpost.com/clarence-b-jones/reflections-on-a-revolution_b_822628.html) [date of visit 14 February 2011]

or if it is a statement from an organization:

*Press Release of United Nations Secretary General, 7 July 2003*, 'United Nations is firmly committed to assisting world community in combating illicit small arms trade', <http://www.un.org/News/Press/docs/2003/sgsm8772.doc.htm>, [date of visit 10 July 2003]

It is not always possible to give a page number for an on-line article but if a pdf version exists then it is possible and should be done. Where it is possible to identify the section of page that you have used please do so.

Remember if you use the source again you can provide a short title only.

### Using the Internet for Statistics

Many organizations publish up to date statistics and will include a note saying when the site was last updated. If for example you want to find out how many states there are in the world, part, although certainly not all, of your answer may come from a list of members of the United Nations.

Example:

Growth in United Nations Membership 1945-2003, <http://www.un.org/Overview/growth.htm>, [date of visit, 10 July 2003]

But with South Sudan voting for separation in early 2011 the current number (192) of member states may soon change, so when you get your information will sometimes have an affect on its accuracy. Websites are updated and change frequently, so it is important to note when you viewed information as it may have changed by the time a source is checked. As with the UN, you may need a qualifier for the number of members there are of the World Trade Organization (WTO), for example:

As at July 2008 the World Trade Organization (WTO) had 153 members.<sup>3</sup>

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<sup>3</sup> World Trade Organization, 'Members and Observers', [http://www.wto.org/english/thewto\\_e/whatis\\_e/tif\\_e/org6\\_e.htm](http://www.wto.org/english/thewto_e/whatis_e/tif_e/org6_e.htm) (Date of visit 17 February 2009)

## Using Print Newspapers

Before the modern era of immediacy, instant gratification and information, people used to read objects known as newspapers (still available in certain underground societies and through registered dealers) and sometimes you may even come across one in your research. Sometimes you may even read one (they open from left to right, just like a book but a little larger). If you find a story that you like you could use the online reference but if you have the printed copy then reference it with as much information as appropriate, for example.

A. Clennell and S. Crichton, 'They're intimidating us: PM', *Sydney Morning Herald*, 29 August 2001, p. 1.

A. Clennell and T. Allard, 'The loneliest ship in the world', *Sydney Morning Herald*, 30 August 2001, p. 1.

M. Tydd, 'What a Dope: too stoned to carry out community service', *Illawarra Mercury*, 11 February, p. 1-2.

Not all stories have the name of the journalist or contributor, so in such a case the name of the story and the publication details are as much as you can provide.

'Push for sperm, egg donor registry', *Illawarra Mercury*, 11 February, p. 8.

'Man bites dog, then eats it', *Northern Territory News*, 6 January 2005, p. 4.

## Various Complications

Sometimes you will come across a source that may leave you flummoxed as to how to present it in your essay. The purpose of a reference is to enable the reader to identify the source as quickly as possible with as little effort as possible.

Some complications you may encounter are listed below. For other things consult your tutor or lecturer but remember the general rule that if in doubt, give as much information as you can to enable location of the document you have used.

### (a) Reprints of older works

Where reference is made to a later reprint of a work written some time ago, the original date of publication (although none of the original publication details) should be noted in square brackets. For example:

Walter Bagehot, *The English Constitution* [1867], Oxford University Press, Oxford, 1961, p.119.

### (b) A much reprinted classic text

Thomas Hobbes, *Leviathan* [1651], Penguin, Harmondsworth, 1968, p.147.

(c) References or quotes not taken from their original source.

Sometimes you may wish to use a quote presented by an author in your essay. In this case you must denote that you have not consulted the original but the author of the book or article in which the first piece is cited. Examples are:

J. Quick and R.R. Garran, cited in C. Howard and C. Saunders, 'The Blocking of the Budget and Dismissal of the Government', in Gareth Evans (ed.), *Labor and the Constitution 1972-1975*, Heinemann, Melbourne, 1977, p.253.

A. Hitler, cited in A. Bullock, *Hitler and Stalin: Parallel Lives*, Harper Collins, London, 1991, p. 182.

### **A government report**

'Ampe Akelyernemane Meke Mekarle "Little Children are Sacred"', *Report of the Northern Territory Board of Inquiry into the Protection of Aboriginal Children from Sexual Abuse*, Northern Territory Government, Darwin, 2007.

### **Second and Subsequent References (Short titles)**

Once the full first reference has been noted in your essay you do not need to list the full reference again. There are many ways of providing a shorter second or subsequent reference and again these will change in different disciplines. For the sake of simplicity we recommend that you include:

For a book, book chapter or journal article:  
Author surname, shortened title, page number (if available).

Some examples

Hitler, cited in A. Bullock, *Hitler and Stalin: Parallel Lives*, Harper Collins, London, 1991, p. 182.

would become

Hitler in Bullock, *Hitler and Stalin*, p. 182.

Peter Londey, 'Inventing peacekeeping', in David Horner, Peter Londey and Jean Bou (eds), *Australian Peacekeeping: Sixty years in the field*, Cambridge University Press, Melbourne, 2009, pp. 13.

would become

Londey, *Inventing peacekeeping*, p. 15.

There are a number of situations where you may wish use the same source again:

- (a) Where a reference to the same work follows consecutively.
- (b) Where references to the same page of the same work follow consecutively.
- (c) Where a second use of a reference does not follow consecutively.
- (d) Where references are made to more than one work by the same author. In the case where two or more works by the same author are being used, or if there are a number of other references between your first and second use of the reference, the short title helps to distinguish to which work you are referring.

NB: Given that most students use computers for writing essays and that cutting and pasting text moves footnotes, we advise that you utilise short titles rather than the Latin term *ibid.* (a shortened form of *Ibidem* – in the same place) to eliminate any potential mistakes. [There is nothing quite like seeing a first footnote of “*ibid.*, p. 3”, to get a marker in the mood to rip an essay to shreds. It’s up there with finding a footnote saying – “sure I read this somewhere”, “check this one” or “find this source”. I kid you not...]

So some examples of footnotes on a page would be:

- 
1. C. Pateman, *Participation and Democratic Theory*, Cambridge University Press, Cambridge, 1970, p. 21.
  2. C. Pateman, ‘Political Obligation and Conceptual Analysis’, *Political Studies*, 21(2), 1972, p. 220.
  3. Pateman, ‘Political Obligation ...’, p. 215.
  4. Pateman ‘Political Obligation ...’, p. 215
  5. G.A. Almond and G.B. Powell, *Comparative Politics*, Little Brown, Boston, 1966, p. 80.
  6. Pateman, ‘Political Obligation ...’, p. 200.
  7. Almond and Powell, *Comparative Politics*, pp. 85-87.
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Here there are three works in total being cited. The first is cited just once, the second four times and the third twice. It is however very clear that the first and second works are different, even if they are by the same author. Footnotes 2, 3, 4 and 6 are from the same work, as are footnotes 5 and 7.

Short titles can only be used once the first full reference has been presented.

## **THE OXFORD STYLE BIBLIOGRAPHY**

The bibliography is a list of all sources used in creating the essay in alphabetical order by author surname. This includes all of the sources you have used in your footnotes as well as other sources that may have contributed to your understanding of the question. This does not mean that you should list every book you have ever read; include only those that have contributed to the formulation of your argument. The following information should be given in a bibliography:

### **Books**

Author's surname, Author's initials, full title of the book (as it appears on the title page and in italics), the editor and/or translator (if any), the number of the edition (if not the first), the name of the publisher, the place of publication, the date of publication, and the volume (if part of a set has been used).

Examples:

Key, V.O. Jnr., *Politics, Parties and Pressure Groups*, 5th edition, Cornell University Press, New York, 1964.

Lenin, V.I., *Collected Works*, Foreign Language Publishing House, Moscow, 1950, Vol. VI.

Weber, M., *The Sociology of Religion* (translated E. Fishoff), Methuen, London, 1965.

### **Chapters in edited books**

These should be identified by:

Author's name, Initial (s), Full title of chapter in single quotation marks, editor/editors name/s, title of book (in italics), edition (if not the first), Publisher, place of publication, year of publication, and the pages of the chapter.

Examples:

Encel, S., 'Class and Status', in A.F. Davies and S. Encel (eds), *Australian Society: A Sociological Introduction*, (2nd edition), Cheshire, Melbourne, 1970, pp. 149-179.

Rydon, J., 'The Electoral System' in H. Mayer and H. Nelson (eds), *Australian Politics: A Fourth Reader*, Longman Cheshire, Melbourne, 1976, pp. 412-414.

### **Articles published in journals**

These should be identified by:

Author's surname, initials, the full title of the article in single quotation marks, the name of the journal underlined, the volume number, the year(s) of the volume, the pages of the article.

Examples:

Hannan, K. and Reglar, S., 'The Study of Chinese Politics in Australia', *Politics*, 16(2), 1981, pp. 292-302.

Hawksley, C. 'Australia's aid diplomacy and the Pacific Islands: change and continuity in middle power foreign policy', *Global Change, Peace and Security*, 21 (1), February 2009, pp. 115-130.

Mitchell, T.J., 'J.W. Wainwright: The Industrialisation of South Australia, 1935-40', in *Australian Journal of Politics and History*, 8 (1), 1962, pp. 27-40.

## Newspapers

If no author is recorded for a story, list newspapers by name with the dates and page numbers.

*Sydney Morning Herald*, 19 May 2003, p. 10.

Where an author is available treat the entry like a journal article.

## Internet sources in the bibliography

Internet sources are presented as per the examples above in the footnoting section.

If there is an author then use surname first. If the page is from an organization, use that as the surname.

If you have obtained an article through a journal search you are NOT required to provide the entire 3-4 lines of web address in either your bibliography or your footnotes. You must include the date of access.

Examples

WTO (World Trade Organisation), 'Members and Observers'  
[http://www.wto.org/english/thewto\\_e/whatis\\_e/tif\\_e/org6\\_e.htm](http://www.wto.org/english/thewto_e/whatis_e/tif_e/org6_e.htm) (Date of visit 2 July 2007)

NB: ALL PERIODS, COMMAS AND BRACKETS IN FOOTNOTES AND BIBLIOGRAPHIES ARE IMPORTANT.

## Library Online sources

**N.B.** Where you obtain an online article through the UOW library's search engines you are NOT required to include the entire web string of the search; the name of the search engine/database is sufficient (i.e. Proquest + date of download).

## **PART B: THE HARVARD SYSTEM OF REFERENCING**

Many academics prefer to use footnotes as they allow instant checking of a source without trawling through a bibliography, and do not break up the flow of the text. Many North American journals and published books have however developed a different method of referencing where the key information is provided within the text and the full information in the Bibliography – called the “References” or List of References”. In a bibliography of this sort you may *only* include the sources that you use in the essay.

There are different styles and some variations within North America (e.g. Harvard, Chicago). We shall, however, for the sake of argument, refer to this system described below as “Harvard” style referencing”.

In Harvard style, references are included in the body of the text after a fact, and they are given in the following form:

(Author’s surname, year of publication: page number(s))

Example: (Archer and Maddox, 1976: 7-12).

Page numbers are **critical** and must be used at all times when available, except if the work as a whole reflects the point expressed. When using the internet this issues becomes especially problematic and it can be very difficult to locate a fact on a web page that would be 30 pages long if printed. There is at present however no real way around this problem (except if the document is available in PDF, in which case page numbers should be included).

The key with Harvard is to distinguish between different works by the same author in the same year. This is done by using letters of the alphabet starting with at ‘a’ and moving on to ‘b’ and so on. For example:

(Kennedy 1988a: 3; Kennedy 1988b: 356).

The Harvard referencing system requires that your bibliography contain all essential information for locating a resource. Harvard referencing must therefore be done in conjunction with a Harvard style bibliography.

### **Harvard citation**

Harvard references appear within the paragraphs of your essay. Some find this breaks up the flow of an essay; others prefer it as the text says everything and they do not need to read in two places. Generally try to avoid footnotes or endnotes and keep everything in the text.

Some examples of Harvard style would include:

### **Direct quotation (short)**

In the 1970s and 1980s Foucault (1988: 16) became interested in ‘the rules, duties and prohibitions of sexuality, the interdictions and restrictions associated with it’, not simply with the acts that were permitted.

### **Direct quotation (long)**

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Rose gives a particularly useful definition of ‘governmentality’, as:

... all endeavours to shape, guide, direct the conduct of others, whether these be the crew of a ship, the members of a household, the employees of a boss, the children of a family or the inhabitants of a territory. And it also embraces the ways in which one might be urged and educated to bridle one’s own passions, to control one’s own instincts, to govern oneself. (1999: 3)

Rose however neglects Foucault’s ideas of ...etc. etc.

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Note that in a long quotation the words are indented and do not have quotation marks.

(Source for direct quotations:

Devos, A. 2004. ‘Women, research and the politics of professional development’, *Studies in Higher Education*, Vol. 29, No. 5, pp. 59-604.)

If you wanted to **paraphrase** Rose's definition (that is put it in your own words), you would still need the citation that includes a page number in order to show the reader where Rose provides the definition.

### **Paraphrase example:**

Rose's definition of governmentality emphasises the range of activities that guide or direct the behaviour of others, whether these are in formal relationships or domestic ones. He includes the ways in which individuals are encouraged to practice self-control (Rose 1999: 3).

A paraphrase might be used as a part of a discussion of different approaches to the concept. The next sentence might begin with, “Bloggs on the other hand ...(1998: 5).”

[NB: Bloggs (1998) does not exist.]

## A summary of the findings of a particular study

Here is an example of a summary of the main argument of a journal article.

---

Hakim (2000) has argued that women fall into three ‘types’: home-centred women who mostly wants to be at home with their small children, work-centred women who are inclined to paid work, and ‘adaptives’ who combine the two.

---

Here the whole article expressed the article so page numbers are not required.

**Do not list websites as authors.** If there is no identifiable author then use the name of the organization, for example (UN, 2011a; UN, 2011 b). In this case you are referring to two sources from the same organization’s website and you must clearly distinguish between them.

## Setting out your Harvard References (examples)

- Curtis, S., Lefoe, G., Merten, M., Milne, C. and Albury, R. 1999. ‘Passing through the pain barrier: making a flexibly delivered degree’. *Paper presented at the HERDSA Annual International Conference, 12-15 July, Melbourne*. Available: <http://herdsa.org.au/vic/cornerstones> (accessed June 25, 2001)
- Foucault, M. 1988. ‘Technologies of the self’ in L. Martin, H. Gutman, & P. H. Hutton (eds) *Technologies of the self: a seminar with Michel Foucault*, University of Massachusetts Press, Amherst, MA.
- Hakim, C. 2000. ‘Work-lifestyle Choices in the 21st Century’, *Preference Theory*, Oxford University Press, Oxford.
- Lefoe, G., & Albury, R. 2004. ‘Integrating Innovation into the Mainstream in a Faculty of Arts: Obstacles and Opportunities’, *World Conference on Educational Multimedia, Hypermedia and Telecommunications 2004(1)*, 2919-2926. [Online]. Available: <http://dl.aace.org/15838> (accessed November 3, 2004)
- Rose, N. 1999. *Governing the soul: the shaping of the private self*, Free Association Books, London.
- Sawer, M. 1997a. ‘Mirroring the nation?: Electoral systems and the representation of women’, *Current Affairs Bulletin*, 73(2), pp. 8-12.
- Sawer, M. 1997b. ‘Topsy-turvy land – where women, children and the environment come first’ in J. Warhurst (ed), *Keeping the Bastards Honest: The Australian Democrats' First Twenty Years*, Sydney, Allen & Unwin.

More examples are below. You may notice that some of these contain the given names of the writers. There is no specific rule about inclusion of names or initials, so adapt a style that works for you.

## **How to reference**

### **A book**

Irving, Helen. 2004. *Five Things to Know about the Australian Constitution*, Cambridge University Press, Cambridge.

### **A chapter in an edited book**

Sage, Caroline. 2001. 'The Courts and the Separation of Powers in a Contemporary Context', in Glenn Patmore, (ed.), *The Big Makeover: A New Australian Constitution*, Pluto Press Australia, Annandale, NSW.

### **An article in a scholarly or academic journal**

Taylor, Julie. 2004. 'Human Rights Protection in Australia: Interpretation Provisions and Parliamentary Supremacy', *Federal Law Review*, 32(1), pp. 57-77.

### **A Popular magazine**

Pooley, Eric. 2007. 'The Fox in the Hen House', *Time*, 9 July, pp. 42-48.

### **A Newspaper article**

Gittins, Ross. 2005. 'Howard at Risk of Losing the Battlers', *The Sydney Morning Herald*, 9 March, p. 15.

### **An Electronic resource**

McKenna, M. 2000. 'First words: A Brief History of Public Debate on a New Preamble to the Australian Constitution 1991-99', *Parliament of Australia, Parliamentary Library, Research Paper 16*, 1999-2000, Available: <http://www.aph.gov.au/library/pubs/rp/1999-2000/2000rp16.htm> (Date of access 7 March 2005)

### **Library Online sources**

N.B. Where you obtain an online article through the UOW library's search engines you are NOT required to include the entire webstring of the search; the name of the search engine/database is sufficient (i.e. Proquest + date of download) as per the Oxford style.

## **PART C: A NOTE ON PLAGIARISM**

**Plagiarism** is the use of someone else's work as if it is your own. The 'someone else' concerned may be an author, critic, lecturer, researcher, or even a fellow student. Do not email your work to your peers or ask them to hand in your essays for you. This has in the past led to problems with students copying from each other and both students can be investigated. It is often desirable and may even be necessary to cite other people's ideas, but you must not pretend that they are your own.

Plagiarism is becoming an increasing concern due to the proliferation of the use of the internet for essay writing. The simplest way to avoid this problem is to develop good writing habits so there is little reliance on electronic sources. Plagiarism is a matter that we in Politics, and the University as a whole, take very seriously.

Any accusation of plagiarism is investigated by the Plagiarism Investigating Officer (PIO) of the academic unit concerned. There is a formal process of interviews and deliberation, a process that can take some time to resolve. Your tutor or lecturer may refer an essay to the PIO if not satisfied with the accuracy of the references provided. This may be either at the very least that your paraphrasing is insufficient (and you are not acknowledging all that you are quoting), or they believe you have deliberately attempted to deceive.

If proven, penalties for plagiarism range from 0% fail in a specific assessment task to a fail being recorded in the subject as a whole. The University reserves the right to enforce stricter measures. If an offence is recorded it remains on the student's academic record and other PIOs may request to obtain a student's case history.

Plagiarism is often a result of poor study methods. The habit of writing essays by copying word-for-word (verbatim) from a source as you read is poor scholarship and a very dangerous practice. It is easy to forget later that the notes you have should really be quotes, and then to not acknowledge them properly in your essay.

The only parts of other people's work that you should write verbatim are those absolutely delightful, pithy, witty or incisive turns of phrase that cannot be bettered. You need to develop your own style and it comes with practice but the most important thing is to trust your own capacities and to acknowledge your sources.

Please take time to read the University policy on Plagiarism on the following pages. This policy is located at:

<http://www.uow.edu.au/handbook/courserules/plagiarism.html>

The Politics Program has a zero tolerance policy with plagiarism. Your tutors and lecturers get paid to help you think about the issues in the subjects you take, and to help you write better essays, so go to them if you don't know the difference between appropriate acknowledgement practice and plagiarism.

**If you do not understand what plagiarism is, or are not sure if you are doing something wrong, then arrange to see your tutor or lecturer in consultation times.**

Unfortunately, some students plagiarise unintentionally and unwittingly. Please read the plagiarism policy carefully and make sure that:

1. you know exactly what plagiarism is; and
2. that you know precisely how to avoid it.

Ignorance of appropriate acknowledgement practices at University, while lamentable, is not an adequate excuse in terms of a plagiarism investigation. Neither is the claim that you have provided a reference but not put the word in quotation marks. You must make sure that you always use your own words (except when quoting directly), that you acknowledge when you use the work of others, and that you avoid plagiarism at all times.

**Involuntary or unintentional plagiarism is still plagiarism, is still unacceptable, and is still penalised.**

## ESSAY CHECK LIST

Before you submit your work ask yourself these questions:

1. Do **all parts** of the essay contribute to a resolution of the question asked of you?
2. Does the essay take the form of an **argument** or is it a mere narrative devoid of explanation?
3. Is the **structure** clear? Is it ordered in a logical fashion so that the reader is left in no doubt as to the nature of the argument being developed?
4. Are you sure that you understand the question? What subsidiary questions are implicit in the broad problem?
5. Have you satisfactorily defined **important terms and concepts**?
6. Have you included a **Bibliography**?
7. Is the essay **correctly referenced and free from plagiarism**? Does the essay contain footnotes and do they adequately indicate the sources on which you have drawn?
8. Did you **proofread** your essay? Do not rely on a computer spell check program. A computer recognises words that it is programmed to recognize, but misspellings can often deliver some (sometimes rather amusing) mistakes. For example if you were writing about the modern 'state' then the modern 'sate', does not quite mean the same thing. Similarly take care with 'lead' for 'led' or 'wether' (a castrated ram) for 'whether' or 'weather'. Do not cling to the idea that the school system didn't teach you grammar, correct spelling, or the difference between certain heterographs – teach yourself!
9. Have you spaced your essay at 1.5 lines?
10. Is your left margin at 5cm to allow for the marker's comments?
11. Have you attached a signed and completed **POLITICS** cover sheet to the front of the essay?
12. Have you kept a **soft copy of your essay**?

If you can answer yes to all of these points then submit the hard copy of your essay to the staff at the Arts Central counter. Arts Central staff will date stamp your work and you should keep the receipt. This is helpful if an essay ever gets lost, which does not happen often, but if it does happen it pays to have proof that you submitted your essay.

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PROGRAM AT THE UNIVERSITY OF WOLLONGONG.**