BIBLIOGRAPHY AND FOOTNOTE CITATION GUIDELINES

It is essential that students cite their sources of information fully and accurately in all research papers. Failure to do so is tantamount to plagiarism – academic theft – a very serious offence that students must be sure to avoid.

I. BIBLIOGRAPHY:

A bibliography is a list of books and sources you have used to compile the information you present in your paper. It is appended to the back of your work on its own separate page. The list must be in alphabetical order according to the author's last name. Below are examples of bibliographical entries for books, articles in journals, articles in books (collections of essays), articles in multi-volume reference works, articles or books in series publications, multiple authorship, and multiple citations for the same author:

Gellner, E. 1983. *Nations and Nationalism,* Oxford: Oxford University Press.

Garnsey, P.D.A. 1978. 'Rome's African Empire under the Principate.' In P.D.A. Garnsey and C.R. Whittaker eds., *Imperialism in the Ancient World.* Cambridge: Cambridge University Press, 223-54.

---------- 1984. 'Religious Toleration in Classical Antiquity.' In W.J. Scheils ed., *Persecution and Toleration,* (Studies in Church History 21). Oxford: Oxford University Press, 1-27.

Goudineau, C. 1996. 'Gaul', *Cambridge Ancient History* Volume X (2nd edition). Cambridge: Cambridge University Press, 464-502.

Grant, E. ed. 1986. *Central Places, Archaeology and History.* Sheffield: University of Sheffield Press.

Heather, P. 1994. 'Literacy and Power in the Migration Period.' In A.K. Bowman and G.D. Woolf eds., *Literacy and Power in the Ancient World.* Cambridge: Cambridge University Press, 177-97.

Hodder, I.R. and M. Millett. 1980. 'Romano-British Villas and Towns: A systematic analysis.' *World Archaeology* 12: 69-76.

Hopkins, K. 1961. 'Social Mobility in the Later Roman Empire: The evidence of Ausonius.' *Classical Quarterly* 11: 239-49.

---------- 1983. *Death and Renewal* (Sociological Studies in Ancient History 2). Cambridge: Cambridge University Press.

NOTES:
- Pay close attention to punctuation: if the bibliographic style calls for a period at the end of the entry, be sure to place a period at the end of the entry etc.
- The place of publication is essential for everything but journal articles.
- List the works of the same author from earliest to latest.
- If you cannot *italicize*, you may underline instead.
- **lecture notes do not count as research material, and should not appear in your bibliography.**

CITING WEBSITES:
Be cautious about using websites as research materials. For example, avoid using About.com and Wikipedia sites, and be sure that any sites you do use are academically legitimate.

If you wish to refer to a work found on a website, include the author's name, title of the work, website address, and the date accessed.
e.g. Benzon, W. 1996. Culture as an Evolutionary Arena. www.newsayanna.comtwlb/CE/Arena (viewed on: July 23, 2013).

NOTE: if the internet site has no author, make an acronym of the title of the site and use this as the author's name, both in references and in citations (e.g., **C**ulture as an **E**volutionary **A**rena = CEA)

If there is a date of publication, use it. If no date is given, use the date on which you consulted the sources as the date of publication. If page numbers are given in the document, use them. Otherwise, use the number of the paragraph as a page number.

II. CITATIONS IN THE BODY OF THE PAPER
There are many times in the course of academic writing when you must provide a citation:
1. to give credit for information collected and analyzed by someone other than yourself; facts and statistics must be cited. No one should be able to read a sentence of your work and ask 'says who?'
2. to give credit to another for his or her ideas about interpretation of the evidence
3. to give credit to another for the phrasing of a thought or formulating an idea
4. to direct your reader to a work where he or she may find a more detailed discussion of an issue you do not intend to deal with in detail
5. to lend support to the opinions and ideas you formulate within your paper

Note the following (entirely fabricated) example:
Scholars disagree about the appropriate font to be used in scholarly publications. Young, in his now-famous rampage against the use of Courier font, bluntly stated that it is "ugly and space-wasteful."[1] We might, however, consider the views of Jones to be equally valid; she points out that Courier font most closely resembles the font of manual typewriters, which are now fast becoming obsolete, but which deserve continued respect as the progenitors of modern font technology.[2] Recent studies have nonetheless shown that the majority of scholars are not willing to sacrifice pleasing aesthetics to historical considerations, as Times New Roman font was preferred to Courier in a random survey of scholars at a striking ratio of four to one.[3] It is hard to deny that Courier's days are numbered in scholarly journals; indeed soon it may only be chosen for personal use by those who prefer fewer words per line.

Please use footnotes rather than endnotes if at all possible. However, some instructors might prefer that you use in-line citations rather than footnotes. If so, the basic rule is (author date: page). E.g. Young, in his now-famous rampage against the use of Courier font, bluntly stated that it is "ugly and space-wasteful" (Young 1995: 67).
If you are citing an entire work rather than a portion, omit the page number.

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[1] Young (1995) 67.
[2] Jones (1997) 32-5. See also Smith (1988) 109-13 for a more detailed description of the history of manual typewriter fonts.
[3] Brown (1998) 45-53.

A.   Citing Modern Scholarship (i.e. Secondary Sources)

Any secondary source (that is, any modern scholarly publication, whether it be a book, article, or encyclopedia) referenced in a footnote must also appear in your bibliography. Hence, your footnotes need not (and should not) contain full bibliographical information; rather, they need only include the author's last name, the date of the work in question, and the page numbers.

If you are citing several pages, use the following format:
   footnote: Chomsky (1957) 7-24
   in-line: (Chomsky 1957: 7-24)

If there are two authors:
   footnote: Maltz and Borker (1982) 203
   in-line: (Maltz and Borker 1982: 203)

If there are more than two authors use "*et al.*":
   footnote: Flinn *et al.* (1998)
   in-line: (Flinn *et al.* 1998)

If citing several works by different authors:
   footnote: Chomsky (1957); Hymes (1964) 23, Hymes (1971) 49
   in-line: (Chomsky 1957; Hymes 1964: 23; Hymes 1971: 49)

B.   Citing Ancient Evidence (i.e. Primary Sources)

Literary: References to primary literary sources need only be given in your footnotes; they do not need to be listed in your bibliography.

Give the name of the author, the work (in *italics*), and whenever applicable, the book number, chapter number, and (for poetry only) the line number(s). *Do not give page number*, as different translations use different pagination. If you are quoting a primary source, also include the name of the translator in your footnote.

e.g. ²Herodotus *Histories* 8.62, translated by A. de Selincourt.
  ³Cicero *pro Caelio* 53.
  ²Vergil *Aeneid* 4.302-88.

Epigraphical/Papyrological: References to these too need only appear in your footnotes, not in your bibliography. You need to provide the name of the collection of inscriptions or papyri, the volume number, and the number assigned to the inscription in question. MOST of the epigraphical and papyrological collections are referred to in scholarly works by an abbreviated version of their titles (e.g. *Inscriptiones Graecae=IG, Corpus Inscriptionum Latinarum = CIL, Oxyrhynchus Papyri = P.Oxy.*). If you choose to do so as well, you must include a list of abbreviations at the beginning of your paper, after the title page and before the main text, and on its own separate page.

e.g. *IG* II 204; *CIL* X 1056; *P.Oxy.* LV 1142.