

## Referencing in the MHRA Style

*For all academic assignments it is vital that you acknowledge the sources of information you have used for your research. This will help you protect yourself against charges of plagiarism and also demonstrate that you understand the importance of professional academic work.*

*You must acknowledge your sources whenever you paraphrase or summarise another person's ideas, or when you quote another person's work, or use tables, graphs, images, etc. which you have found from another source, whether printed or online. This guide explains how this is done in the MHRA (Modern Humanities Research Association) Style.*

### Introducing the MHRA style

Whenever you refer to another's words or ideas in your work, insert a footnote number in your text. When referring to the publication for the first time, give full bibliographic details in the footnote. Subsequent references can then be provided in an abbreviated form.

#### *Example*

References should be given for 'all direct or indirect quotations, and in acknowledgement of someone's opinions, or of a source of factual information which is not general knowledge'.<sup>1</sup> Li and Crane point out that the main objective of citing references is to give sufficient information to allow sources to be located.<sup>2</sup> Additionally, 'another important principle is to make reference to that information in the source in hand. As a rule, it is not necessary to provide supplementary information that has to be located elsewhere'.<sup>3</sup> General overviews of the process of citing references are given by Bosworth and Craig and in Walliman.<sup>4</sup>

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1 Nicholas S.R. Walliman, *Your Research Project: A Step-by-step Guide for the First-time Researcher* (London: SAGE, 2001), p. 301.

2 Xia Li and Nancy B. Crane, *Electronic Styles: A Handbook for Citing Electronic Information*, 2nd edn (Medford, NJ: Information Today, 1996), p. 3.

3 *Ibid.*, p. 3.

4 David P. Bosworth, *Citing Your References: A Guide for Authors of Journal Articles and Students Writing Theses or Dissertations* (Thirsk, N Yorks: Underhill Press, 1992); P. Craig, 'How to Cite', *Documentation Studies*, 10 (2003), 114-122; Walliman, pp. 300-313.

### Inserting footnotes

Wherever possible, place numbers at the end of the sentence, after the full stop. Be consistent in your approach and use continuous numbering throughout the text, starting at number one. For theses, re-start the numbering at the beginning of each chapter. When you refer to several sources close together in the same paragraph, use one footnote number and enter a reference for each source, separated by a semi-colon.

To insert footnotes in Microsoft Word, position the cursor in the text where you wish the number to be placed. On the menu bar, select **Insert – Reference – Footnote**. In the dialogue box which opens, click on **Insert** to add a footnote.

## Directly quoting from your sources

You should aim to paraphrase information provided by an author in your own words rather than quote large amounts of their work verbatim as this helps to demonstrate to the reader your understanding of the information. It may be necessary to quote directly from the text when you:

- cannot present the information more succinctly or in any other way
- need to present a particular portion of an author's text in your work to analyse it.

If the quotation is short (fewer than 40 words of prose or 2 complete lines of verse), enclose the writer's words in single quotation marks within your sentence and insert a footnote number:

**Mackintosh's Glasgow School of Art 'heralded the birth of a new style in 20<sup>th</sup> century European Architecture'.<sup>1</sup>**

Longer quotations should be separated from the body of your text and indented from the left-hand margin. There is no need to include quotation marks:

**Bernard outlines his design ethos:**

**Mackintosh's firm belief that construction should be decorated and not decoration constructed, in other words that the salient and most requisite features should be selected for ornamentation, he applied with great rhythm and inventiveness, especially in those projects, such as the Glasgow School of Art and Scotland Street School, where budgets were severely limited.<sup>2</sup>**

**This theme is taken further by Macleod.<sup>3</sup>**

If you omit some words from the middle of the quotation, you need to indicate this by typing three dots in square brackets, e.g. '**The state has an essential role [...] in the legal definition of property rights**'.<sup>4</sup>  
If you are omitting lines of verse, write [...] on a separate line.

## Referencing sources for the first time

When referencing a source for the first time in your piece of work, provide full bibliographic details in the footnote:

- **Write the author's name(s) as it appears on the text:** put the author's forename(s) or initials first, followed by their surname. If there are more than three authors, write the first author's name followed by 'and others'.
- **Italicise the titles of** books and journals.
- **Capitalise the first letter** of all principal words throughout the title and after the colon, if there is a subtitle.
- **Include the specific page number(s)** referenced at the end by writing p. or pp. followed by the page number(s).
- **Write references for online publications** using the format for printed publications as far as possible, adding the <internet address of the document> and the [accessed date].
- **Indent the second and subsequent line** of each reference.

<p><b>Book</b> Robert Abel, <i>The Eye Care Revolution: Prevent and Reverse Common Vision Problems</i> (New York: Kensington Books, 2004), p. 10.</p>	
<p><b>Journal article</b> Lawrence Ang and Ben Taylor, 'Managing Customer Profitability Using Portfolio Matrices', <i>Journal of Database Marketing and Customer Strategy Management</i>, 12 (2005), 298-304 (p. 300).</p>	<p>Include the volume number and page range (not preceded by pp.). Issue numbers are only required where every issue starts at page 1. In this case write the issue number after the volume e.g. <b>3.3</b></p>
<p><b>Chapter in an edited book</b> Tadao Ando, 'Towards New Horizons in Architecture', in <i>Theorizing a New Agenda for Architecture</i>, ed. by Kate Nesbitt (New York: Princeton Architectural Press, 1996), pp. 462-530 (p.473).</p>	<p>Begin with the author and title of the chapter. Also provide the chapter page numbers (preceded by pp.).</p>
<p><b>Newspaper article</b> Bertrand Benoit, 'G8 Faces Impasse on Global Warming', <i>Financial Times</i>, 29 May 2007, p. 9.</p>	<p>Include the day and month of publication.</p>
<p><b>PhD Thesis</b> Alun R.J. Withey, 'Medical Knowledge and Practice in Early Modern Wales' (unpublished doctoral thesis, Cardiff University, 2006), p. 17.</p>	<p>For a Master's-level work, write <b>unpublished master's thesis</b>.</p>
<p><b>Electronic journal article</b> Anwar T. Merchant and others, 'Diet, Physical Activity, and Adiposity in Children in Poor and Rich Neighbourhoods: A Cross-sectional Comparison', <i>Nutrition Journal</i>, 6 (2007) &lt;<a href="http://www.nutritionj.com/content/pdf/1475-2891-6-1.pdf">http://www.nutritionj.com/content/pdf/1475-2891-6-1.pdf</a>&gt; [accessed 10 May 2007] (p. 1).</p>	<p>If a journal is only available online, use this instead of <b>journal article</b>. If page or paragraph numbers are not available, omit them.</p>
<p><b>Web page</b> Christel Lane and others, <i>The Future of Professionalised Work: UK and Germany Compared</i> (London: Anglo-German Foundation for the Study of Industrial Society, 2003) &lt;<a href="http://www.agf.org.uk/pubs/pdfs/1232web.pdf">http://www.agf.org.uk/pubs/pdfs/1232web.pdf</a>&gt; [accessed 12 December 2007] (p. 11).</p>	<p>If no author is given, reference the organisation responsible or begin with the title instead. If no ownership is detectable, you should question whether the source is of sufficient quality.</p>
<p><b>Sound recording</b> Jean Sibelius, <i>Symphony No.1 Op.39 in E Minor: The Oceanides</i>. City of Birmingham Symphony Orchestra. Cond. Simon Rattle, CD, EMI CDM 7 64119 2 (1991).</p>	<p>Include the composer/artist, orchestra/performer, conductor, medium (LP, CD), CD reference number, year of recording.</p>
<p><b>Images, figures and tables</b> Fig. 1. List of housing performance indicators for multi-family residential buildings.<sup>1</sup></p>	<p>Provide the title of the image, figure or table followed by the footnote number. Write the reference for the source of the image, figure or table in the footnote.</p>

## Further references to the same source

If you reference the same source more than once in a particular piece of work, abbreviate the second and subsequent references by providing only the author and page numbers. Use the abbreviation **Ibid.** (meaning in the same place) to refer to a reference immediately above:

- 1 William J.R. Curtis, *Modern Architecture since 1900*, 3rd edn (London: Phaidon, 1996), pp. 124-32.
- 2 Ibid., p. 133.
- 3 James Stevens Curl, *A Dictionary of Architecture and Landscape Architecture*, 2nd edn (Oxford: Oxford University Press, 2006), p. 1.
- 4 Curtis, pp. 56-78.

## Bibliography

At the end of your work, list each of the sources you have referenced, and any other works you have read in relation to the subject, in a bibliography. Write the list in alphabetical order by the first author's surname, placing their surname before their forename(s) or initial(s). There is no need to include the specific page reference in a bibliography, but page ranges for edited book chapters and journal articles are required. You should also exclude the full stop at the end of the reference:

- Borden, Iain, and Katerina Ruedi, *The Dissertation: An Architecture Student's Handbook*, 5th edn (Oxford: Butterworth-Heinemann, 2006)
- Craig, P., 'How to Cite', *Documentation Studies*, 10 (2003), 114-122
- Stott, Rebecca, Anna Snaith and Rick Rylance, *Making Your Case: A Practical Guide to Essay Writing* (Harlow: Longman, 2001)

## Publication dates and editions

To find out when a book was published, look at the back of the title page. This page will contain details of the publisher and the publication date. If there is more than one date, use the latest publication date, not the latest reprint date. This is often located next to the © symbol.

If no publication date is given in the book but it can be ascertained, put the year in square brackets e.g. **[1989]**. If no year can be determined write **[n.d.]**, meaning no date.

The back of the title page will also tell you the edition of the book. If the book you are acknowledging is not the first edition, state this in the full reference in your footnote and bibliography e.g:

**Alan Everett, *Materials*, 5th edn (Harlow: Longman, 1994), pp. 102-24.**

## Further help and advice on avoiding plagiarism

For further guidance on the MHRA style, refer to the *MHRA Style Guide: A Handbook for Authors, Editors, and Writers of Theses*. For guidance on plagiarism, visit the Academic Integrity web site at [www.cf.ac.uk/regis/sfs/academic/](http://www.cf.ac.uk/regis/sfs/academic/). A short online tutorial on Avoiding Plagiarism is available at <http://ilrb.cf.ac.uk/plagiarism/tutorial/>.

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