

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:

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., Culture as an Evolutionary Arena = 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:

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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 biblio