

Political Science Department at the College of Charleston  
Guide to Referencing<sup>i</sup>

*Scholarly sources:* A scholarly source is a peer-reviewed article, typically found in academic journals, in hardcopy or online, or a book edited by an academic press. These are the sources that best lend themselves to research, although you should feel free to supplement such scholarly sources with newspaper and periodical resources, among others.

*Why do we cite?*

1. References and citations are important in written work of any kind. They serve to direct the reader to additional and more detailed discussions relevant to your topic. References also provide a way for readers to evaluate for themselves the accuracy of your descriptions, analysis and conclusions. The most common use of reference citations is to give credit to the original author of work you use. You must always credit both *quotations* and *paraphrasing*. You must cite when drawing on specific facts, statistics or other substantive material directly from another work. It is also important to credit main ideas or particular unique phrasing taken from an original source. A "citation" is the in-text referent to the material you used. The complete bibliographic information for the citation is placed in the list of references.
2. We also cite to distinguish our ideas, language and work from that of others and it is important to be absolutely scrupulous about making this distinction. Citations are the best way to avoid charges of *plagiarism*.
3. A citation requires a detailed accounting of where you found the quote, paraphrase or specific fact you decide to use in your own work. Typically, this requires you to signal author, year of publication and the page number in the original.

### **Glossary**

Quotations: When you repeat a passage of text word for word, you are quoting another's work. Quotations must be designated as such by the use of quotation marks placed around the entire passage. If the section of text you are quoting is longer than about three lines, you should single-space and indent the entire passage. All quotations must be repeated *exactly* and cited as to their source. To avoid plagiarism charges, you must include BOTH the quotation marks and the source citation.

Paraphrasing: When you restate a passage, keeping the essence or central idea of the original text intact but altering its form or substituting other words, you are paraphrasing. When you translate the original idea or concept in order to clarify, you are paraphrasing. If the idea or statement is then presented as your own, or if you do not properly give credit through a source citation, you are plagiarizing. To avoid plagiarism charges, you must use citations to give credit for ideas or statements that are not your own.

Plagiarism: According to the Honor Code in the Student Handbook, plagiarism is defined as:

- ❑ The verbatim repetition, without acknowledgment, of the writings of another author. All significant phrases, clauses or passages taken directly from source material must be enclosed in quotation marks and acknowledged in either the text itself or footnotes;
- ❑ Borrowing without acknowledging the source;
- ❑ Paraphrasing the thoughts of another writer without acknowledgment; or
- ❑ Allowing any other person or organization to prepare work which one then submits as his/her own.

Penalties for violations of the Honor Code range up to, and include, expulsion from the College of Charleston. **Ignorance is not a defense.**

### **In-text Citation Format**

In Political Science, the preferred format for references is the *in text* citation. This format cues your reader to the source of your information and allows them to check your reference page for the full citation later if they choose to do so. Below you will find some simple guidelines to follow:

- ❑ Identify each source in the text immediately following your quote or paraphrase by the last name of the author or authors, year of publication, and page numbers (if a direct quote, paraphrase, or specific fact). Example: (Zaino, 2005, p. 739).
- ❑ In citations with two authors, include both names (Murphy and Jones, 2006).
- ❑ In the first in-text citation of items with three or more authors, list all names (Booth, Richard & Smith, 1998). In subsequent citations, use the first author's last name and the words "et al." (Booth, et al., 1998).
- ❑ When two authors in your reference list have the same last name, use the first initials in your citations to distinguish between them, as in (W. Moore, 1990).
- ❑ When citing two different sources by the same author published in the same year, cite the first as (Cohen, 2002a) and the second as (Cohen, 2002b). There must be references for each in your reference list (see example below).
- ❑ When using information from an entire article printed as a part of an edited volume, simply cite the author of the article (with year of publication, and page number as necessary).
- ❑ When citing an interview you have conducted in your text, include the subject's last name and the year in which the interview was conducted (Washington, 1999).
- ❑ When citing an interview reported in another text, for example George W. Bush who was interviewed in Smith's 2005 book on poverty in America, include the subject's last name, followed by the words "in Smith 2005" and the page number (Bush in Smith 2005, p. 175). There must then be a reference for Smith 2005, in your complete reference list.
- ❑ When quoting from an author discussed in another text, for example Stephen Spielberg in Jones' 2006 article on the politics of American cinema, you must use

- quotation marks (and take care to transcribe the quotation exactly), and you should include the author's last name, followed by the words "in Jones 2006" and the page number (Spielberg in Jones 2006, p. 17). There must then be a reference for Jones, 2006, in your complete reference list.
- ❑ When citing sources found online, include the author and year of the work (Jacobson, Mulick & Schwartz, 1995).
  - ❑ If an author is not listed, use the first word or two of the title in the parenthetical citation ("Innovations," 1997).
  - ❑ For institutional authorship, supply the minimum identifying information from the institution's full title, as in (U.S. Bureau of the Census, 1944, p. 123).
  - ❑ When the citation falls at the end of a sentence, the end punctuation immediately follows.
  - ❑ When you cite more than one source, alphabetize citations within the parentheses and separate the citations with a semi-colon, as in (Jos, 1998; Liu, 1997; Moore, 1999).

### **Reference List Format**

The reference list serves as the guide for your reader to locate and verify your source material. It is crucial that you are absolutely accurate and complete in providing information for each reference used in the paper.

- ❑ At the conclusion of your paper, in a section titled "References," list all items alphabetically by author's last name. If you include more than one item by the same author, list the most recent work first followed by others in chronological order.
- ❑ Do not number your references.
- ❑ Type the first line of the reference flush with the left margin and indent any subsequent lines at least three spaces.
- ❑ Single space reference information, but leave a blank line between each entry.
- ❑ Give the author's full first name rather than using initials, unless initials are all that is provided.
- ❑ For a reference with more than one author, enter the first author's last name, followed by their first name. All other authors for the reference are listed first name and then last name.
- ❑ The title of the book, journal or periodical should be underlined. The title of an article or chapter should appear in quotation marks.
- ❑ When citing journal articles from printed copies, the page numbers cited must correspond to those found in the journal (i.e. it is not page one because it is page one of your printout; it is only page one if that is where it is found in the actual published journal).

## **Examples:**

### **Journal article with a single author:**

Zaino, Jeanne S. 1998. "Self-Respect and Rawlsian Justice." The Journal of Politics 60 737-753.

### **Journal article with two authors:**

Booth, John A. and Patricia Bayer Richard. 1998. "Civil Society, Political Capital, and Democratization in Central America." The Journal of Politics 60:780-800.

### **Book:**

Brisbin, Richard A. 1997. Justice Antonin Scalia and the Conservative Revival.  
Baltimore: Johns Hopkins University Press.

### **Edited volumes**

Peters, Julie and Andrea Wolper, eds. 1995. Women's Rights Human Rights. New York: Routledge.

### **Item in an edited volume:**

Stamatopoulou, Elissavet. 1995. "Women's Rights and the United Nations," Pages 36-48 in Women's Rights Human Rights edited by Julie Peters and Andrea Wolper. New York: Routledge.

### **Two pieces by the same author in the same year:**

Cohen, Eliot. 2002a. "Military Misfortunes: The Anatomy of Failure in War" Parameters 68: 436-458.

Cohen, Eliot. 2002b. "Why Don't We Learn From History?" Diplomatic History 57: 175-201.

### **Newspapers:**

Brooke, James. 1999. "The Congo Struggles for Riches." The New York Times, 20 January.

### **Periodical:**

Ellwood, David. 1998. "The Pitfalls of Welfare Reform." The New Republic 20 May: 143-145.

### **Anonymous:**

"Innovations in the 105<sup>th</sup> Congress." 1997. The Economist 28 March: 122-123.

### **Government documents:**

U.S. Bureau of the Census. 1960. Characteristics of the Population. Volume 1. Washington, DC: US Government Printing Office.

**Congressional hearings:**

Hearing on Events in Lebanon. 1983. U.S. Congress. Senate. Committee on Foreign Relations. 98<sup>th</sup> Congress. 1<sup>st</sup> session.

**Law case citations:**

Jackson v. Metropolitan Edison Co., 348 F. Supp. 954, 956-58 (M.D. Pa 1972), *aff'd*, 483 F.2d 754 (3d Cir. 1973), *aff'd*. 419 U.S. 345 (1974)

**Constitutions:**

N.M. CONST. art.IV, sec. 7

**Personal communications:**

Letters to the author and other forms of personal communication are best cited in the text (e.g. "J. Madison (per com. 1999) has challenged the validity of..."). When they are listed in a bibliography, the entry begins with the name of the letter writer or caller:

Madison, James. Letter to the author, January 15, 1999.

Madison, James. Telephone conversation with the author, January 15, 1999.

**Unpublished interview by author:**

If you have conducted a formal interview and wish to cite information arising from that interview, use the following form: Washington, Harold, mayor of Chicago. Interview by author, January 15, 1999, Chicago. Tape recording.

### **Citing Electronic Information**

Increasingly, information comes from electronic sources. When choosing to use reference material from electronic sources, you must be able to verify the source with either an organization, institution or author's name. As with printed material, the goal of citing electronic reference material is to allow your reader to go directly to the original source you cite. Therefore, your information and punctuation of online addresses must be precise and complete and you should use the guidelines above to cite scholarly sources.

Most books/articles you will be retrieving from on-line databases are exact replicas of what appear in printed journals. Thus, you should employ the same reference rules you would use if you had found them in print.

However, if you have viewed the work only in its electronic form, you should add in brackets after the article or book title [Electronic version] as the examples below indicate:

Herb, Michael. 2005. "No Representation Without Taxation?" [Electronic Version] Comparative Politics 25: 297-316.

Lesch, Ann Mosely. 1998. The Sudan: Contested National Identities [Electronic Version] Bloomington: Indiana University Press.

If you are referencing an article from a database and you believe that work has been changed in some way (ex. the format differs from the print version, the page numbers are not indicated, new material has been added or supplements the original work), you will need to add the date you retrieved the work and the URL as follows:

Krustev, Valentin. 2006. "Interdependence and the Duration of Militarized Conflict." Journal of Peace Research 43: 243-260. Retrieved May 12, 2006 from <http://jpr.sagepub.com.nuncio.cofc.edu/current.dtl>.

Keys, Angela, Helen Masterman-Smith and Drew Cottle. 2006. "The Political Economy of a Natural Disaster: The Boxing Day Tsunami, 2004." Antipode 38: 195-204. Retrieved May 17, 2006 from <http://search.epnet.com.nuncio.cofc.edu/login.aspx?direct=true&db=aph&an=20060160>.

### **Internet-Only Sources:**

There are a growing number of Internet-only journals that you may be citing. In cases where an article is only available via the Internet, the standard citation form is:

Author's last name. Author's first name. Year of publication. "Title of the Work" Journal Title. Volume #. Retrieved on [date] from [URL].

In an Internet-only periodical, volume and issue numbers often are not relevant. If they are not used, the name of the periodical is all that can be provided in the reference.

Whenever possible, the URL should link directly to the article.

### **Online government documents:**

U.S. Census Bureau. June 1993. "Advance Data from the Quarterly Financial Report for Manufacturing, Mining, and Trade Corporations-First Quarter 1993." Retrieved on May 19, 2006 from (<http://www.census.gov/agfs/qfr/view/qfr931mg.txt>).

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<sup>i</sup> This guide, including many of the examples, is based on the "CofC Sociology Guide to Citation and Referencing," the U.S. Census Bureau "Suggested Citation Styles for our Internet Information," the Library of Congress "Citing Electronic Sources," Melvin Page's "A Brief Citation Guide for Internet Sources in History and the Humanities," the APA's Publication Manual, the Chicago Manual of Style, and A Uniform System of Citation, and Law and Society Review Style Sheet.