

tells the reader how to locate the original. If you want to make clear that you have acquired your information from a secondary source, use a sentence like 'Landslides in North America annually injure 5000 people and cause property damage in excess of \$12 billion (Crushum 2005, cited Flattenem et al. 2010)'. In this case, it is important to give both dates to indicate the age of the original data, 2005, rather than the 2010 date of the reference you read. You should quote both Crushum and Flattenem et al. in your references. The Crushum reference should be cited in the Flattenem et al. paper, so not including it would be lazy. If Flattenem et al. does not cite Crushum, use your library search engines, for example Web of Science, to find it.

Take care with oriental names where given names are second, the family name first. It is all too easy to reference by the given name.

Referring to government publications, where the author is awkward to trace, is also problematical. There are no absolute rules; use common sense or follow past practice. This example is a classic referencing nightmare:

CSICSC 1992 *China Statistical Yearbook 1992*, Fan Z., Fang J., Liu H., Wang Y. and Zhang J. (eds.) China Statistical Information and Consultancy Service Centre, Beijing.

There is no single right way to cite this source; even librarians have different views on how to handle this one. Some would reference it by the editor as 'Fan et al. (1992)', others by the full title, *China Statistical Yearbook (1992)*. In a library search you might have to try a number of options. Searching by title is likely to be the fastest successful route to locating this volume.

Referencing by initials can be convenient and time saving. You might cite DEFRA (2002) or IEA (2002), but it is vital that the initials are explained in the reference list:

DEFRA (Department for Environment Food and Rural Affairs) 2002 *NITRATES - Reducing Water Pollution from Agriculture*, London, <http://www.defra.gov.uk/environment/water/quality/nitrate/default.htm> (accessed 31 December 2002).
IEA (International Energy Agency) 2002 *World Energy Outlook 2002*, Organisation of Economic Co-operation and Development, Paris.

Finally, if there doesn't seem to be a rule, invent one and use it consistently.

14.2 CITING PAPER-BASED SOURCES IN YOUR REFERENCE LISTS

The key is consistency in format: use a standard sequence of commas, stops, spaces and italics. Underline the italicized items in handwritten documents.

Citing a book

Template:

Author(s) Year Title, Edition, Publisher, Place of Publication.

Example:

Valentine, G. 2001 *Social Geographies: space and society*, Prentice Hall, Harlow.

Citing a chapter in an edited volume

The authors of the chapter or paper in an edited text are cited first, followed by the book editor's details. The title of the book is italicized, not the chapter title.

Template:

Author Year Chapter title. In Editors Name(s) (ed(s)) *Volume title*, Publisher, Place of Publication, Page Numbers.

Example:

Lane, S.N. and Richards, K.S. 2001 'The "validation" of hydrodynamic models: some critical perspectives'. In Anderson, M.G. and Bates, P.D. (eds.) *Model Validation: perspectives in hydrological science*, John Wiley, Chichester, 413-438.

Citing an edited book

Template:

Editor(s) (ed(s)) Year Title, Edition, Publisher, Place of Publication.

Examples:

Moss, P. (ed.) 2002 *Feminist Geography in Practice: research and methods*, Blackwell, Oxford.

There are rare exceptions. For example, there are three editors of *The New Rivers and Wildlife Handbook*, and a request to cite the RSPB, NRA and RSNC as authors, so it appears as:

RSPB, NRA and RSNC 1994 *The New Rivers and Wildlife Handbook*, The Royal Society for the Protection of Birds, Sandy, Bedfordshire.

Citing a journal article

Template:

Author Year Article Title, *Journal Title*, volume number, issue number, page numbers.

Example:

Johnston, R., Rossiter, D., Pattie, C. and Dorling, D. 2002 'Labour electoral landslides and the changing efficiency of voting distributions', *Transactions of the Institute of British Geographers*, 27, 3, 336-361.

In the very rare case where there is no author attribution, use the Anon convention:

Anon, 2003 'How to rebuild Ank-Morpork', *Discworld Advertiser*, 23 May, 40-41.

Citing a newspaper article

Most newspaper articles have an author attribution, for example Fidler (1998). Where there is no author, use the first words of the headline as the cross-reference and put the full headline in the reference list, as in 'Organic Farm' (2003).

Template when an author is cited:

Author Full Date Title, *Newspaper*, Volume number if applicable, Page Number(s).

Example:

Boseley, S. 8 July 2002 'Aids cuts life expectancy to 27', *The Guardian*, 16.

Template for an unattributed item:

Title, Full Date *Newspaper*, Volume number if applicable, Page Number(s).

Example:

'Organic Farm Revolutionizes Veg Deliveries', 16 April 2003 *The Borchester Echo*, 5.

Citing an unpublished thesis

Thesis citations follow the general guidelines for a book, then add 'unpublished', and enough information for another researcher to locate the volume. Note no italics here.

Beasley, G.E. 2002 'Investigating the relations between streambed sediment contaminants and macroinvertebrate assemblages in urban headwater streams in Yorkshire', unpublished PhD thesis, University of Leeds.

Hopkins, A. 2003 'The social implications of regeneration in an inner city suburb', unpublished BA dissertation, School of Geography, University of Poppleton.

14.3 CITING ELECTRONIC SOURCES

A standard template for citing electronic sources of information is not yet agreed. These notes follow recommendations from various library sources. If you are writing for a publication, check whether an alternative method is used. The crucial new element is adding the date when you accessed the information, because the contents of electronic sites change. The next person to access the site may not see the same information.

Referencing within text

Treat Internet and other electronic sources like paper-based references. For example '...the estimated and projected HIV/AIDS-related deaths for China (UNAIDS 2002) indicate that ...' Never put full <http://www...> addresses within your essay or report text; these only go in reference lists.

Citing individual Internet sites

To cite Internet sources, use the document's URL (Internet) address. Addresses tend to be long, so need careful checking. If the citation is longer than one line, the URL should only be split after a forward slash / in the address. The case of characters in the address should not be altered. EVER

Template:

Author/editor Year Title (Edition) Place of publication, Publisher (if ascertainable). URL (accessed Date).

Example:

UNAIDS 2002 *Report on the Global HIV/AIDS Epidemic 2002*, Joint United Nations Programme on HIV/Aids, Barcelona, <http://www.unaids.org/barcelona/presskit/barcelona%20report/contents.html> (accessed 31 May 2003).

When the electronic publication date is not stated, write 'no date'. The 'accessed date' is the date on which you viewed or downloaded the document. 'Publisher' covers both the traditional idea of a publisher of printed sources, and organizations responsible for maintaining sites on the Internet. Many Internet sites show the organization maintaining the information, but not the text author. If in doubt, ascribe authorship to the smallest identifiable organizational unit.

Example:

Ordnance Survey 2002 *The GIS files*, Ordnance Survey, Southampton, <http://www.ordnancesurvey.co.uk/gis/> (accessed 20 April 2003).

Citing e-journals (electronic journals)

It may be appropriate to quote the full URL, but most libraries access this kind of material via a password-protected system, so another the reader cannot access via this address directly. In the example below, the URL is omitted as it ran to three lines of irrelevant numbers. It is important to indicate that this is an online journal.

Template

Author Year Title, *Journal Title*, volume, issue, page numbers or location within host, URL, (accessed date).

Example:

Delerue, J-F. and Perrier, E. 2002 'DXSoil, a library for 3D image analysis in soil science', *Computers and Geosciences*, 28, 9, 1041-50 (accessed 20 April 2003).

In some e-journals the 'page' location is replaced by screen, paragraph or line numbers.

Citing personal electronic communications (email)

To reference personal email messages, use the 'subject line' of the message as a title and include the full date. Remember to keep copies of the emails you reference.

Sender (Sender's email address), Day Month Year. *Subject of Message*. email to Recipient (Recipient's email address).

Example:

Bailey, D. (geo5467@Leeds.ac.uk), 21 July 2003. *Essay for Second Tutorial*, email to P. Bradley (geo9876@Leeds.ac.uk).

Citing maps

There is various guidance, but Parry (1999) cites the following examples of good practice. The first is for a map, the second is for a map within an atlas. If you check the Parry original, the citations are not identical. They have been changed here to conform to the 'author, date, title' pattern used in this text. Note also that the map scale is given (or not) in each case. Citing the scale is important in all map references.

Ordnance Survey 1998 *Sheet 168 Colchester, Halstead and Mallow*, Edition C. 1:50 000 Landranger Series, Ordnance Survey, Southampton.

Smith, D. 1997 *Horn of Poverty*. Scale not given. In Smith, D. *The State of War and Peace Atlas*, Penguin, London, 58–9.

Top Tips

- **Authors** An author's name may be found at the foot of an electronic document. Authors of e-journal articles are usually cited at the beginning, as in hard copy. Where the author is unclear, the URL should indicate the name of the institution responsible for the document. However, this organization may only be maintaining the document, not producing it, so take care to assign the right authorship.
- **Date of publication** This is often at the foot of the page with the author's name, and sometimes with 'last updated' information. In newer versions of Netscape, select *Document Info* on the *View* menu. This shows the 'last modified date' of the document. In Microsoft Internet Explorer, use the *Properties* link in the *File* menu.

You must keep accurate records of the material you access. Using an online database bibliographic package can help to keep track of research resources.

Producing correct reference lists is an important skill, demonstrating your attention to detail and professionalism. Correct **Try This 14.1** to develop this skill. The ultimate test of a reference list is that someone else can use it to locate the documents. Check your citation lists meet this standard.

TRY THIS 14.1 – The nightmare reference list

There are many deliberate errors here. If a reference list like this appeared at the end of your essay or dissertation, expect very few marks. How many errors can you spot in 5 minutes? PLEASE DO NOT USE THIS LIST AS AN EXAMPLE OF GOOD PRACTICE! Use the corrected version on p 280.

Cole, D.N. 2002 *Managing The density Of Recreation Use In Wilderness*, *International Journal of Wilderness*, 8, 1, 19 [online] <http://www.wilderness.net/pubs/Cole3.pdf>

Gardiner, Vince. and Matthews, Hugh (eds) 2000, *The changing geography of the United Kingdom*, Routledge.

Johnston, R. et al. (2000) *The dictionary of human geography*, Fourth Edition, Malden: Blackwell

Huggett, R.J. Cranks, conventionalists and geomorphology, *Area*, 34, 2, 182–89. [online] http://saturn.bids.ac.uk/cgiin/ds_deliver/1/WISIS/2864262.1/bpl/area/2002/%&format=.pdf

McEwen, L., Hall, T., Hunt, J., Dempsey, M. and Harrison, M. 2002 Flood warning, warning response and planning control issues associated with caravan parks: the April 1998 floods on the lower Avon floodplain, Midlands region, UK, *Applied Geography*, 22

Massey, D.T., Arango, J., Hugo, G., Kouaoci, A., Pellegrino, A., and John Edward Taylor 1999 'Worlds in Motion: Understanding International Migration at the End of the Millennium' Oxford: Oxford University Press.

Mattinson, D. and Bell, T. *Politics and qualitative research*, In L Marks, (ed) *Qualitative research in context*, Admap, Henley on Thames, pp. 175–190.

McKendry I.G. 2002 *Applied Climatology*, *Progress in physical geography*, 26, 3, 462–8

Peloe, A.A. 2001 *The Spatial dynamics of Britain's Ethnic communities: Population change and migration in London*, unpublished PhD thesis

Williams PM 2002 *Community strategies: mainstreaming sustainable development and strategic planning?* *Sustainable Development*, 10 4 197–205

van Steijn, H. 2002 *Long-term landform evolution: evidence from talus studies*, *Earth Surface Processes and Landforms*, 27: 11: 1189–1199.

14.4 SOURCES AND FURTHER READING

Barker, J. 2000 *Style Sheets for Citing Internet & Electronic Resources*, UC Berkley Library, <http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/Style.html> (accessed 31 May 2003).