

CITATIONS AND REFERENCES IN YOUR SOCIOLOGY ASSIGNMENTS

Careful referencing is an essential requirement in the written work you submit to the Sociology Department, but **don't worry! It is not something to be afraid of!** If you follow these guidelines, you will avoid plagiarism, and it will even help you to achieve higher marks in your assignments.

In all of your written assignments, you **must** reference a source if you:

- Quote from it directly.
- Paraphrase anything in it.
- Refer to the source itself.
- Quote or refer to any data or information contained in it.
- Quote or refer to any argument or theory outlined in it.

In addition, however, **your reference list must contain only sources you have read yourself and cited in your assignment.** Do not "pad" your reference list with sources that you have not used in your assignment! It does not make your referencing look good, and it does not make you a good academic!

There are many different styles of referencing used in academic writing, so **one of the keys to good referencing is consistency.** You must use the same referencing style throughout any piece of work you do, and you should aim to become comfortable with the practice of referencing as soon as possible.

The Sociology Department has selected the referencing style of the American Sociological Association, known as **ASA** (and currently defined by the Fifth Edition of the ASA Style Guide), for use in undergraduate student assignments. So here's the crux: **you are required to use this referencing style consistently in all of the written work you submit to the Sociology Department.**

To reference in ASA style, you need to include two things in your work:

- Citations **within the text** of your essay or written assignment.
- An alphabetically-ordered list of references to match those citations **at the end** of your assignment.

The following pages contain guidelines on how these should be formatted, as well as some examples.

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IN-TEXT CITATIONS

In their simplest form, citations indicate the author(s) of the source (which is usually a person or persons, but may be an organisation if the individual authors are unknown) and the year the source was published, if known.

Sources with One Author

If a source has one author, whose name is mentioned in the text of your assignment, the sentence containing the citation would look like this:

Standing (2011) contends that neoliberal restructuring of work and employment has produced a new social class called the precariat.

The citation takes the form of the year of publication **enclosed in brackets**, appearing **immediately after the author's name**.

If the author's name does not appear within the text itself, then the citation appears at the end of the sentence or paragraph and the author's name is included within the brackets. In this case, the sentence would look like this:

The precariat is presented as a new social class that has emerged from neoliberal restructuring of work and employment (Standing 2011).

The author's name appears first in the citation, and is **separated from the year of publication by a single space—no commas, colons or other punctuation**. If you write a whole paragraph or a passage within a paragraph that all refers to the same source, then one citation at the end of the paragraph or passage is sufficient; you do not need to place a citation at the end of each sentence.

Tip: In previous years, the sources you would have used in your assignments would have been written works, such as academic journal articles or books. These days, however, a source with one "author" might not be a written work at all. The current ASA specification allows for referencing of various sources published on the internet, such as podcasts, for example (and many universities and research organisations, not to mention broadcasters and news outlets, do publish audio-visual material online). In these instances, you are citing a speaker rather than an author, but the format remains the same.

Including Page Numbers in the Citation

If you are quoting directly or citing a specific argument, passage or piece of data from a printed source (such as an article or book), in-text citations will also indicate the page number(s) on which the material being referred to appears.

Citations that include page numbers look like the following:

Eagleton (2011:104) observes that Karl Marx did not envisage a society in which everyone is treated the same, but rather a society in which everyone's different needs are attended to equally.

Or:

Karl Marx did not envisage a society in which everyone is treated the same, but rather a society in which everyone's different needs are attended to equally (Eagleton 2011:104).

Again, note that the citation is **enclosed in brackets**. If the author's name does not appear in the text and is included in the citation at the end of a sentence or paragraph, then **the author's name appears first** in the citation, and is separated from the year the source was published by a **single space**, just as it is in citations with no page numbers. Regardless of whether the author's name is included in the citation, the year of publication (2011 in this case) is followed by the page number (104). They are **divided by a colon**, but **no spaces**.

It is possible that the passage or section that you are citing will cover **more than one page** in the source you are referencing. In that case, the citation should contain the first and last page numbers of the range being cited. These citations look like this:

(2011:104-5) or (2011:109-11)

Or:

(Eagleton 2011:198-201)

Note that the minimum number of digits necessary is used for the last page number. To take the above example, 104-5, is used, not 104-105, and 109-11 is used rather than 109-111.

Sources with More Than One Author

Of course, the sources you use may have more than one author. When citing a source with **two authors**, use both authors' last names. For example:

Wilkinson and Pickett (2010:52-3) use data from the European and World Values Survey to show that members of the public are less likely to trust each other in countries with higher levels of income inequality.

Or:

Data from the European and World Values Survey shows that members of the public are less likely to trust each other in countries with higher levels of income inequality (Wilkinson and Pickett 2010:52-3).

If a source has **three authors**, use all three authors' last names the first time you cite it in your assignment. If you cite the same source later in the assignment, use the lead author's last name, followed by the term "et al." (an abbreviation for *et alia*, which means "and others"). For example, the first time a source like this is cited, it would look like this:

Curran, Fenton and Freedman (2012:181) assert that the internet has not single-handedly transformed the world as some have said it would.

If the same source is cited again later in the assignment, it would look like the following:

Curran et al. (2012:184-5) argue that the demand for an internet run for the benefit of the public, without discrimination by the market or the state, must be pursued both nationally and supra-nationally.

When using a source that has **more than three authors**, use only the lead author's last name followed by "et al." (just as it is in the last example, directly above) for all citations, including the first one. You will list the names of all the authors in the reference that appears in the list at the end of your assignment.

Tip: If you are citing an argument or remark made during a discussion in a podcast, for example, there should only be one "author". Even though more than one person may have been involved in the discussion, the person who actually made the comment or argument you are quoting or referring to is the only person who should be cited.

Using the Name of an Organisation Instead of the Author

When the individual author of a source is unknown, use the name of the organisation that has published the source. For example:

Media reports suggest that the cost of food and electrical appliances is likely to rise for households in Britain, following the vote to leave the European Union (BBC 2016).

Tip: This situation often arises when referring to written information that has been published online. The example above is one such case—it refers to a short written news report on the BBC website, in which no journalist's by-line is provided. However, there are also other types of written information for which the actual author(s) are unknown, making it necessary to cite an organisation instead (you may want to quote a statistic about some aspect of the population published on the website of an organisation like the Central Statistics Office or Eurostat, for instance).

For example:

85% of Irish households have access to the internet (Central Statistics Office 2015).

Or:

The gender pay gap in Ireland grew in the years leading up to the economic crash (Eurostat 2016).

Using a Newer Version of a Work that was Originally Published Earlier

You may find yourself citing a book that has been reproduced from a work that was published much earlier. In sociology, this is often the case when referring to the work of classical theorists and 20th century sociologists. In this instance, place the earliest publication date in square brackets before the date of publication for the edition that you are citing. There should be a single space between the closing square bracket and the later date of publication. For example:

In his *Sociology of Religion*, Weber ([1922] 1965:124) observed that, while the non-intellectual followers of a mass religion would adhere to a doctrine of salvation and the belief in a saviour, a form of esotericism or “aristocratic class ethic” would develop to meet the needs of the intellectually trained groups within the religion.

Using Multiple Sources Published in the Same Year by the Same Author

If you cite two or more different sources that have the same author and were published in the same year, use lowercase letters (a, b, c, etc.) immediately after the year of publication in their respective citations to differentiate them. For example:

Standing (2014a) contends that...

Then, later, citing a comment made in a different work that was published in the same year:

Standing (2014b:116) also highlights...

These letters must also appear in the reference list at the end of your assignment (in the same way, immediately after the year of publication, with no space between them).

When the Date of Publication is Unknown

In cases where the date of publication is unknown, use the abbreviation “N.d.” (uppercase “N”, lowercase “d”) to indicate that there is no date available, or the term “forthcoming” to indicate that the source is due to be published, but remains unpublished at the time you are writing your assignment. For example:

Kelly (N.d.) suggests that...

Or:

A study by O’Brien (forthcoming) illustrates that...

Tip: Although an internet source, such as a web page, may not show the date it was published on, this is not always the case. **A webpage often does include a note to show when it was last updated.** Watch out for this, and use it to provide the year of publication in your citation if it is there.

THE REFERENCE LIST

As already noted, there are various sources that you may find yourself using and referencing in your academic work, such as academic journal articles, books, newspaper articles and content published on the internet (though not, of course, Wikipedia!). On the following pages are some examples of references in ASA style. The references must be listed alphabetically at the end of your assignment. **Each aspect of the references is important: examine the examples carefully, noting the order that details appear in and the use of punctuation.**

Broadly, the conventions of the ASA referencing format are:

- A reference begins with the name(s) of the author(s), followed by the year of publication, followed by the title of the source.
- The name of the author (if there is only one) or the lead author (if there are more than one) is inverted, i.e. the surname appears first, followed by the first name, and they are separated by a comma and a space. This only applies to the lead author—subsequent names are not inverted when there is more than one author.
- All author's names must be listed. The term "et al." is not to be used in the reference list (there is one exception to this rule, which applies to works that were authored by a committee—in this case, list the name of the person who chaired the committee, inverted, followed by "et al.").
- When there is more than one author, the authors' names are separated from each other by a comma and a space. The word "and" should also appear before the last author's name, along with the comma and space.
- The year of publication is not placed in brackets, as is the case with some other referencing styles.
- Words in the titles of articles, journals, books, etc. should be capitalised (with the exception of conjunctions such as "and", "of", "but", etc.), even though they might not be capitalised in the publication itself.
- Each aspect of the source in a reference—name(s) of author(s), year of publication, title of source, where it was published, etc.—is usually followed by a full stop. What might be considered an exception to this rule is found in references to academic journal articles. In these references, the title of the journal is followed by the volume number (and issue number, in brackets) in which the article was published, with no full stop between them.
- Each reference should have a hanging indent, i.e. if the reference contains more than one line, the lines that come after the first line (but not the first line itself) should be indented.

Tip: You can achieve this quite easily by highlighting all your references when you have finished typing the list and pressing CTRL + T.

Academic Journal Articles with One Author

The format for the reference of an academic journal article in ASA style is as follows:

Author's last name, Author's first name. Year_of_publication. "Title of Article." *Title of Journal* Volume_number(Issue_number):page_numbers.

For example:

Rudel, Thomas K. 2009. "How Do People Transform Landscapes? A Sociological Perspective on Suburban Sprawl and Tropical Deforestation." *American Journal of Sociology* 115(1):129-54.

Note that the title of the article is not in *italics*, but enclosed in inverted commas, with the full stop at the end of the article title included within these inverted commas. The title of the journal is not enclosed in inverted commas, but appears in *italics*.

Here is another example:

Ungar, Sheldon. 2008. "Ignorance as an Under-Identified Social Problem." *British Journal of Sociology* 59(2):301-26.

Academic Journal Articles with More Than One Author

Here is an example:

Heath, Anthony F., Lindsay Richards, and Nan Dirk de Graaf. 2016. "Explaining Corruption in the Developed World: The Potential of Sociological Processes." *Annual Review of Sociology* 42:51-79.

As already mentioned, only the lead author's name is inverted (i.e. appears with the surname first). In addition, this example also illustrates that there may not always be an issue number to accompany the volume number when referencing an academic journal. In this case, the journal is an annual one, so there is just a volume number (42), as only one issue is published each year.

Two more examples:

Moriarty, Elaine, James Wickham, Sally Daly, and Alicja Bobek. 2015. "Graduate Emigration from Ireland: Navigating New Pathways in Familiar Places." *Irish Journal of Sociology* 23(2):71-92.

Rebillard, Franck, and Annelise Touboul. 2010. "Promises Unfulfilled? 'Journalism 2.0', User Participation and Editorial Policy on Newspaper Websites." *Media, Culture & Society* 32(2):323-34.

Again, observe that the references are ordered alphabetically by the lead author's surname.

Journal Article Abstracts

If what you have cited is contained in the abstract of an article (the paragraph which appears at the very beginning of an article and summarises its contents), rather than in the text of the article itself, include the word “Abstract” and a full stop between the article title and the journal title in the reference.

For example:

Moriarty, Elaine, James Wickham, Sally Daly, and Alicja Bobek. 2015. “Graduate Emigration from Ireland: Navigating New Pathways in Familiar Places.” Abstract. *Irish Journal of Sociology* 23(2):71-92.

Rebillard, Franck, and Annelise Touboul. 2010. “Promises Unfulfilled? ‘Journalism 2.0’, User Participation and Editorial Policy on Newspaper Websites.” Abstract. *Media, Culture & Society* 32(2):323-34.

Book Reviews

Academic journals regularly publish book reviews, as well as research articles. If you have quoted from or cited one of these, the reference is a little different to those described in the previous examples.

It begins in the same manner, with the author of the review (with name inverted) and the year that the review article (not the book) was published. As usual, a full stop is placed at the end of each of these. The year of publication is followed by the words “Review of” and the title of the reviewed book, which should be in *italics* (the words “Review of” are not in italics). At the end of the book title, the word “by” should appear, followed by the name(s) of the book’s author(s)— these are not in italics. The book author’s name should not be inverted, but followed by a full stop. After this, the reference ends similarly to references for other journal articles, with the title of the journal in which the review has been published, in *italics*, then the volume number, issue number and inclusive page numbers in the usual format: volume_number(issue_number):page_numbers.

Here are two examples:

Schwartzman, Kathleen. 2016. Review of *The Rise and Fall of Ireland’s Celtic Tiger: Liberalism, Boom and Bust* by Seán Ó Riain. *Journal of World-Systems Research* 22(2):570-5.

Hammersley, Martyn. 2013. Review of *Public Criminology?* by Ian Loader and Richard Sparks. *Sociology* 47(1):208-10.

Books

The title of a book, like the title of a journal, appears in *italics*. When referencing books, the city or town where the book was published and the name of the publisher are included at the end of the reference in the format, City: Publisher. For North American cities which may not be well-known, include the abbreviation for the state in which the city is located. In these cases, the format is City, State: Publisher (e.g. Cambridge, MA: MIT Press. or New Haven, CT: Yale University Press., etc.).

Here are some examples:

Clinch, Peter, Frank Convery, and Brendan Walsh. 2002. *After the Celtic Tiger: Challenges Ahead*. Dublin: The O'Brien Press.

Goldthorpe, John H. 2000. *On Sociology: Numbers, Narratives, and the Integration of Research and Theory*. Oxford: Oxford University Press.

King-O'Riain, Rebecca Chiyoko. 2006. *Pure Beauty: Judging Race in Japanese American Beauty Pageants*. Minneapolis, MN: University of Minnesota Press.

Kirby, Peadar, and Mary P. Murphy. 2011. *Towards a Second Republic: Irish Politics after the Celtic Tiger*. London: Pluto Press.

Standing, Guy. 2014a. *The Precariat: The New Dangerous Class*. Rev. ed. London: Bloomsbury.

Standing, Guy. 2014b. *A Precariat Charter: From Denizens to Citizens*. London: Bloomsbury.

Different Editions of Books

You may be using an edition published later than the first edition of a book. This information appears after the title of the book, with numerals (e.g. 2nd, 3rd, 4th, etc.) used instead of "second", "third", "fourth", etc., the word "edition" abbreviated to "ed.", and the word "revised" abbreviated to "rev." in the case of a revised edition.

For example:

Said, Edward W. 1997. *Covering Islam: How the Media and the Experts Determine How We See the Rest of the World*. Rev. ed. London: Vintage.

Share, Perry, Mary P. Corcoran, and Brian Conway. 2012. *A Sociology of Ireland*. 4th ed. Dublin: Gill & Macmillan.

Books Translated from Another Language

If you are using a book that has been translated from another language, include “Translated by”, followed by the name of the translator (not inverted) between the title of the book and the town or city where the translated work—the version you are referencing—was published. There should be a full stop at the end of the translator’s name.

For example:

Piketty, Thomas. 2014. *Capital in the Twenty-first Century*. Translated by Arthur Goldhammer. Cambridge, MA: The Belknap Press of Harvard University Press.

Newer Versions of Books Originally Published Earlier (Republished Works)

In the case of a republished work, place the year of original publication in square brackets, just as is the case for in-text citations. In addition, the word “Reprint”, followed by a comma and a space precedes the city or town where the republished work—the version you are referencing—was published.

Mills, C. Wright. [1959] 2000. *The Sociological Imagination*. Reprint, New York: Oxford University Press.

Weber, Max. [1922] 1965. *The Sociology of Religion*. Translated by Ephraim Fischhoff. Reprint, London: Methuen & Co. Ltd.

Chapters in Edited Volumes or Books

When referencing a chapter published in an edited volume of collected works, the reference looks a little more like it does for a journal article, with the chapter title enclosed in inverted commas like an article title. However, the page numbers of the chapter (preceded by the abbreviation “Pp.”) appear immediately after the chapter title, rather than at the end of the reference. The title of the book is in *italics*, like the title of a journal, but it is followed by a comma and the inscription “edited by” and the name(s)—not inverted—of the editor(s). The reference ends, just like other book references, with the city or town where the book was published and the name of the publisher.

Here are some examples:

Horkheimer, Max, and Theodore W. Adorno. 2006. “The Culture Industry: Enlightenment as Mass Deception.” Pp. 41-72 in *Media and Cultural Studies KeyWorks*, edited by Meenakshi Gigi Durham and Douglas M. Kellner. Rev. ed. Malden, MA: Blackwell Publishing.

O’Connor, Pat. 2012. “Reflections on the Public Intellectual’s Role in a Gendered Society.” Pp. 55-73 in *Reflections on Crisis: The Role of the Public Intellectual*, edited by Mary P. Corcoran and Kevin Lalor. Dublin: Royal Irish Academy.

Philo, Greg. 1993. "Getting the Message: Audience Research in the Glasgow University Media Group." Pp. 253-70 in *Getting the Message: News, Truth and Power*, edited by John Eldridge. London: Routledge.

Newspaper Articles

References for newspaper articles look similar to references for journal articles, with the article title enclosed in inverted commas and the newspaper title in *italics*. The title of the newspaper is followed by a comma and the date on which it was published, which should appear as the name of the month followed by the day (e.g. January 31, August 15, etc.). This, in turn, is also followed by a comma and then the page number(s) on which the article appears. If the newspaper is paginated consecutively from front to back, only the page number is required. However, if there are separate sections in the newspaper, each with their own set of page numbers, then the section letter (e.g. "A" for the first section) should also be included.

For example:

Holland, Kitty. 2016. "Decision to Alter Policy on Housing Criticised." *The Irish Times*, September 19, p. A5.

In many newspapers, articles may begin on one page and conclude on another. If you are referencing an article like this, both pages on which the article appears should be included, preceded by the abbreviation "pp." and divided by a comma and a space.

For example:

Brennan, Michael. 2016. "ASTI Bans Teachers from Preparing Junior Cert Students for Irish." *The Sunday Business Post*, September 11, pp. A1, A2.

Online Articles

Of course, you may obtain articles from the internet, as well as from printed sources. Here is what a reference for the online version of the article from *The Irish Times*, used in the example above, looks like:

Holland, Kitty. 2016. "Housing Policy Change Criticised by Campaigners." *The Irish Times*, September 19. Retrieved September 20, 2016 (<http://www.irishtimes.com/news/social-affairs/housing-policy-change-criticised-by-campaigners-1.2796111>).

The date of publication provided should be the date on which the web page was last updated (in this case, it is the same date as that on which the print version was published). In addition to this, the date on which you "retrieved" the article (i.e. last accessed it online) must also be provided in the format: name_of_month day, year (e.g. January 31, 2016). This is followed by the URL (web page address) you visited to view the article on the internet, enclosed in brackets.

Another example:

Coughlan, Sean. 2016. "Did Grammar Schools Help Social Mobility?" *BBC News*, September 8. Retrieved September 19, 2016 (<http://www.bbc.com/news/education-37311018>).

Online Sources with No Individual Authors

As mentioned earlier, it is often the case that no author's by-line is provided in articles published online. In these cases, the organisation that published the article must be used in place of the author, and only the year of publication (not the full date) is provided in the reference.

For example:

RTÉ News. 2015. "Social Workers Resigning at Rate of One a Week." Retrieved September 19, 2016 (<http://www.rte.ie/news/2015/0109/671332-social-workers/>).

As a sociologist, you may well have occasion to quote statistics published by research bodies such as the Central Statistics Office or Eurostat. For example, the references for the statistics cited on p. 5 (that 85% of Irish households have access to the internet and that the gender pay gap grew in Ireland in the years leading up to the economic crash) look like this:

Central Statistics Office. 2015. "Information Society Statistics – Households." Retrieved September 19, 2016 (<http://cso.ie/en/releasesandpublications/er/iss/h/informationstatistics-households2015/>).

Eurostat. 2016. "Gender Pay Gap in Unadjusted Form." Retrieved September 19, 2016 (<http://ec.europa.eu/eurostat/tgm/refreshTableAction.do?tab=table&plugin=1&pcode=tsdsc340&language=en>).

Podcasts

It is common for academic and research institutions, as well as news organisations and broadcasters, to publish recorded material on the internet. You may wish to cite something said during a programme or lecture that has been made available online as a podcast.

In the first of the following examples, the reference is for a comment made during an episode of *Thinking Allowed*, a sociology programme broadcast on BBC Radio. The reference begins with the name of the speaker (inverted) and the year that the programme was broadcast, if available. This is followed by the title of the episode, enclosed with a full stop in inverted commas. After this, the city or town where the broadcaster is based and the name of the broadcaster appear in the format, City: Broadcaster. Then, the name of the programme is shown in *italics*, followed by the word "Podcast", which is not in italics. The reference ends with the date you "retrieved" the podcast from the internet and the URL (web page address) you accessed it from shown in brackets, in the same fashion as references for other online sources.

Here is the example:

Standing, Guy. 2015. "The 'Precariat'; Humour in Sociology." London: BBC. *Thinking Allowed* Podcast. Retrieved September 20, 2016 (<http://www.bbc.co.uk/programmes/b05y0p8z>).

The next example references a talk given here at Maynooth University by a visiting speaker. The reference is very similar to the one above, as there are titles for both the talk itself and the series of podcasts in which it is included on the English Department's website.

Urquhart, Diane. 2016. "Unity of Unionism? Gender, Covenant and Commemoration." Maynooth: Maynooth University. *Visiting Speaker* Podcast. Retrieved September 20, 2016 (<https://www.maynoothuniversity.ie/english/visiting-speaker-podcasts>).

If the podcast is not part of a specific series, the term "Audio Podcast", not in italics, is used in place of the series or programme title. For example:

Deaton, Angus. 2014. "A Menagerie of Lines: How to Decide Who is Poor?" London: The London School of Economics and Political Science. Audio Podcast. Retrieved September 20, 2016 (<http://www.lse.ac.uk/newsAndMedia/videoAndAudio/channels/publicLecturesAndEvents/player.aspx?id=2756>).

And Finally...

What about the source on which the information in this guide is based? Well...

REFERENCES

American Sociological Association. 2014. *American Sociological Association Style Guide*. 5th ed. Washington, DC: American Sociological Association.