

Reference guidelines

Notes and bibliography

This format consists of a single bibliography at the back of the entire book (or at the end of each chapter if an edited volume), with endnotes numbered fresh per chapter.

A bibliography should generally contain all the sources cited in the text as well as notes and any other important titles that you think should be included. It should aim to provide a useful and concise reference guide to works relevant to the subject of your book. It may be set out as a single alphabetical listing (by author name), or it may be subdivided into primary and secondary material. If the bibliography includes the full reference details, the note need not duplicate the complete information. It is acceptable to use the shortened form in the note, even at first use, e.g. 'Pollan, *The Omnivore's Dilemma*, 101'. In a note, works with three or more authors should use et al. In the bibliography all names are usually given.

Follow the examples below for style and punctuation (please note especially the use of capitals, italics and punctuation).

Book

ENDNOTE: Pollan, *The Omnivore's Dilemma*, 101.

BIBLIO: Pollan, Michael. *The Omnivore's Dilemma: A natural history of four meals*. New York: Penguin, 2006.

Chapter or other part of a book

In a note, cite specific page numbers. In the bibliography, include the page range for the whole article.

ENDNOTE: Ingold, 'Ensembles of biosocial relations', 91

BIBLIO: Ingold, Tim. 'Ensembles of biosocial relations'. In *Biosocial Becomings: Integrating social and biological anthropology*, edited by Tim Ingold and Gisli Palsson, 67–93. Chicago: University of Chicago Press, 2010.

Journal article

In a note, cite specific page numbers. In the bibliography, include the page range for the whole article.

Print

ENDNOTE: Weinstein, 'The market in Plato's Republic', 2009, 441.

BIBLIO: Weinstein, Joshua I. 'The market in Plato's *Republic*', *Classical Philology* 104 (2009): 439–58.

Online

ENDNOTE: Keng et al., 'Expanding college access in Taiwan', 23.

BIBLIO: Keng, Shao-Hsun, Chun-Hung Lin and Peter F. Orazem.
'Expanding college access in Taiwan, 1978–2014: Effects on graduate quality and income inequality', *Journal of Human Capital* 11, no. 1 (Spring 2017): 1–34. <https://doi.org/10.1086/690235>.

Website

It is important to include the date when you accessed online material because it may have been updated or changed.

ENDNOTE: Savy, 'L'histoire à la découpe'.

BIBLIO: Savy, Pierre. 'L'histoire à la découpe', *La vie des idées*, 2 April 2014.
Accessed 17 June 2019. <http://www.laviedesidees.fr/L-histoire-a-la-decoupe.html>.

Author–date

Each example of a reference list entry is accompanied by an example of a corresponding parenthetical citation in the text.

Follow the examples below for style and punctuation (please note especially the use of capitals, italics and punctuation).

Book

Pollan, Michael. 2006. *The Omnivore's Dilemma: A natural history of four meals*. New York: Penguin.
(Pollan 2006, 99–100)

Chapter or other part of a book

Ingold, Tim. 2010. 'Ensembles of biosocial relations'. In *Biosocial Becomings: Integrating social and biological anthropology*, edited by Tim Ingold and Gisli Palsson, 67–93. Chicago: University of Chicago Press.
(Ingold 2010, 67–70)

Journal article

Weinstein, Joshua I. 2009. 'The market in Plato's *Republic*', *Classical Philology* 104: 439–58.
(Weinstein 2009, 440)

Website

Google. 2009. 'Google privacy policy'. Accessed 1 May, 2011.
<http://www.google.com/intl/en/privacypolicy.html>.
(Google 2009)