

# USM Department of Sociology

## Guide to Referencing

**Scholarship as social and collective.** Writing and research are always collective social endeavors. Scholars build on and respond to each other's ideas, data, theories, and concepts. This exchange of ideas takes place publicly through papers, conference presentations, articles and books. As a student-scholar you are participating in this collective work of developing ideas when you write papers. You are expected to follow academic conventions for citing and referencing the ideas of others.

**References and citations** have two main purposes. One is to refer readers to more detailed discussions, primary sources, or other information which they might use to pursue the subject further and/or to evaluate your argument. The second, more common use is to give credit to others whose ideas and work you use. In sociology, the preferred format for crediting others is the *in text citation*--an abbreviated reference to the author, work, and page number located immediately after the "borrowing" occurs. Any paper containing citations must also include a list of references, i.e. complete bibliographic information for each citation, at the end of the paper.

**Quotations.** "Quoting a source directly means extracting a word, phrase, sentence, or passage, and inserting it into your own paper," (Sociology Writing Group 1994:47). The preceding sentence was copied exactly and, immediately following, you see the source: page 47 of a book published in 1994 by the Sociology Writing Group. At the end of this handout you can find the complete title and the publisher of that book in a reference note.

Quotations should be copied exactly (spelling mistakes included) and cited accurately. Two minor changes are permissible if they do not alter the meaning of a passage. (1) You may omit sections of a passage. Indicate the omission by using **ellipses** (i.e. three dots: ...). If the omission is at the end of the sentence (as in the example below), use three dots AND a period. (2) You may also add to a passage to clarify meaning or to indicate (or "correct") an error in the original. Use square brackets [ ] to add a couple of words for purposes of clarification or use square brackets and the Latin word *sic*, meaning "so," to indicate an error in the original passage. The following passage from C. Wright Mills' *The Sociological Imagination* (1959) illustrates both kinds of changes.

"Nowadays men [and women] often feel that their private lives are a series of traps....The more aware they become, however vaguely, of ambitions and of threats which transcend their immediate locales, the more trapped they seem to feel," (Mills 1959:1).

**Paraphrasing.** Paraphrasing happens when you condense the author's meaning and "translate" it into your own words. A bad paraphrase just shifts the order of the words or substitutes a synonym or two. A good paraphrase boils down the original idea and puts it in your own words. Good paraphrasing is perfectly acceptable and is an important skill to develop, but always cite the **source** of the idea.

The general rule for citation is as follows: You don't need to cite common knowledge, but you must acknowledge (cite) any author's private intellectual property. Don't worry that your paper will seem unoriginal if it contains too many citations. Full and careful citation can show that you have done serious scholarly work, and that your ideas build on the ideas of others.

**Plagiarism.** Using materials or ideas without proper citation is plagiarism. In other words, presenting words (as in a quotation) or ideas (as in paraphrasing) of others as your own is plagiarism. Plagiarism is a serious academic offense. The usual penalty at USM is a failing grade for the course. Students may be expelled for plagiarism. Note that the *act* of using words or ideas without giving credit is plagiarism; motivation is not relevant. Ignorance or sloppiness is not an excuse for plagiarism.

**Whom to Reference.** Your in-text citation should always reference the source from which YOU borrowed ideas. If a whole article (or substantial excerpt) is your source (even if it appears in an edited book), cite the author of the article and include the article in your list of references. If a short excerpt or quotation embedded in an article or book is your source, identify the author of the original AND the source where you found it; for example (Giddens in Mason 1988:35). You are borrowing words or ideas that belong to Giddens, but you found them in a piece by Mason. The year of publication and page number refer to Mason (your source) and a complete reference to Mason should be in your reference list.

### **Format.**

#### ***In-text citations.***

- Identify each source at the appropriate point in the text using the last name of the author(s), the year of publication, and the page number(s).
- Page numbers are required for direct quotations and paraphrasing.
- In citations with two authors, list both authors' last names. For three or more authors, use the first author's last name and "et al."
- If a single citation contains more than one reference, list in alphabetical order by authors' last names; for example: (Kanter 1978; Lorber 1994).

#### ***Examples of In-text Citations.***

Lorber (1994) argues that gender is a social construction.  
Kanter (1978:246) discusses the dynamics of powerlessness and lack of opportunity.  
Amy Tan's novels (1989, 1991, 1995) vividly portray the experiences of Chinese Americans.  
In *The Good Society*, Bellah et al. (1992) analyze contemporary U.S. institutions.  
A recent study (Hochschild 1997) examines the relationship between home and work.  
Gender stratification in the workplace takes a variety of forms (Kanter 1978; Lorber 1994).

### ***Reference List***

- The general format is:  
For books: Author(s). Year. *Title*. Place of Publication: Publisher.  
For journal articles: Author(s). Year. "Title." *Journal Name* volume:page number(s).
- Give **complete** bibliographic information for **every** citation.
- List references in alphabetical order by author's last name.
- If you include more than one work by any author, list those items in chronological order.
- Do **not** number references.
- The first line of an entry is flush with the left margin. Subsequent lines are indented.
- Single-space each entry with a blank line between entries.
- Titles of books, journals, and periodicals are underlined or *italicized*. Article titles are indicated by "quotation marks."

## Examples of References

- Single-authored book** Mills, C. Wright. 1959. *The Sociological Imagination*. New York: Oxford University Press.
- Book with Multiple Authors**  
Invert first and last names for the first author only. Gubrium, Jaber F., James A. Holstein, and David R. Buckholdt. 1994. *Constructing the Life Course*. New York: General Hall.
- Reprinted book**  
The date in brackets is the original date of publication. The second date is the reprint actually used. Durkheim, Emile. [1897] 1951. *Suicide*. Translated by J.A. Spaulding and G. Simpson. Glencoe, IL: Free Press.
- An edited book** Brown, Charles, ed. 1985. *The Joys of Teaching*. Springfield, IL: Freewheeling Press.
- Multiple books by same author**  
List entries in chronological order from earliest to most recent. -----, 1989. *Writing Programs in American Universities*, 8<sup>th</sup> ed. Lexington, MA: Lexington Books.
- Work reprinted in edited volume**  
Date refers to publication of edited volume, not the original article. Gibson, J. William. 1996. "Warrior Dreams: Violence and Manhood in Post-Vietnam America." Pp. 74-82 in *Mapping the Social Landscape*, edited by Susan J. Ferguson. Mountain View, California: Mayfield.
- Journal Article (single author)**  
The volume number is followed by a colon and the page numbers. Wallerstein, Immanuel. 1997. "Social Science and the Quest for a Just Society." *American Journal of Sociology* 102:1241-1257.

## Electronic Sources

Citing and referencing material from electronic sources follows the same principles as other referencing and citation. However, two elements are added to the basic format: type of medium (CD-ROM, Online) and access date (since, unlike a published article, material on the Internet changes continually). In place of usual publication information, you may identify the online location. The general style is:

Author. Year. Title. [type of medium]. Available: supplier/database identifier or number.  
[access date]

### Examples

- Li, Zia and Nancy Crane. 1996. "Electronic Sources: APA Style of Citation" [online]. Available: <http://www.uvm.edu/~xli/reference/apa.htm> [September 26, 1996].
- "The Monsters from the Id." 1995. [online]. Available: <http://www.tcp.com/~prime8/orbit/exon/right.html> [January 3, 1996]. {When no author is given, the title precedes the date.}
- "Speech, Freedom of." 1995. In *Microsoft Encarta '95* [CD-ROM].
- Elmer-Dewitt, Phillip. 1995. "On a Screen Near You: Cyberporn." *Time Magazine* July 3. [Online]. Available: <http://pathfinder.com/@@YAvSCwcAgBFZVOW@/time/magazine/domestic/1995/950703/950703.cover.html> [December 28, 1995].

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Sources used to compile this guide include guidelines for contributors to *Teaching Sociology*, a publication of the American Sociological Association; Xia Li and Nancy Crane. 1996. "Electronic Sources: APA Style of Citation" [Online]. Available: <http://www.uvm.edu/~xli/reference/apa.htm> [September 26, 1996]; and Sociology Writing Group. 1994. *A Guide to Writing Sociology Papers*, 3rd ed. New York: St. Martin's Press.