

Guidelines to Providing References

1. Reference information should be given in the following order:
 - a. *Author*: The author's name should normally be given as it appears on the title page; forenames should precede surnames and should not be reduced to initials.
 - b. *Title*: The title should be given as it appears on the title page (although very long titles may be suitably abbreviated) and italicized. A colon should always be used to separate title and subtitle.
 - c. *Editor, Translator, etc.*: The names of editors etc. should be treated in the same way as those of authors (as set out above) with regard to forenames and number to be given; they should be preceded by the accepted abbreviated forms 'ed. by', 'trans. by', 'rev. by'.
 - d. *Series*: If a book is part of a numbered series, the series title and the number should be given.
 - e. *Edition*: If the edition used is other than the first, this should be stated in the form '2nd edn' etc.
 - f. *Number of Volumes*: If the work is in more than one volume, the number of volumes should be given in the form '2 vols'.
 - g. *Details of Publication*: The place of publication, the name of the publisher, and the date of publication should be enclosed in parentheses; a colon separates the place from the publisher, a comma separates the publisher from the date. If any detail is unknown and cannot be ascertained, the following abbreviated forms of reference should be used: '[n.p.]' (= no place), '[n. pub.]' (= no publisher), '[n.d.]' (= no date).
 - h. *Volume Number*: In a multi-volume work the number of the volume referred to should be given in small capital roman numerals.
 - i. *Page Numbers*: If a volume number is not cited, 'p.' or 'pp.' should be inserted before the page number(s). If an entry relates to several successive pages, the first and last page numbers of the span should always be stated: pp. 201–09.
2. Layout of references
 - a. Location : end-notes (rather than foot-notes) are preferred for references.
 - b. Arabic numerals should be used and should be continuous throughout the work.
3. Repeat references
 - a. Use the author's name and page number for repeat references - e.g. Smith p 234-.6.
 - b. Where there are multiple references to one source, it is always possible to bundle them together, either at the end of a paragraph or by using the same superscript in different places in the text.
4. URLs can be very lengthy and very clumsy to use off the printed page, and a simple reference to a web site which can then be googled would suffice in many instances.
5. Where the end-notes provide the list of references then no bibliography is required.