

Notes on references and bibliographies for tutorial essays

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There are many ways of writing references, many are standardized, and you can use any you like, as long as do so consistently within one essay. The standardized referencing systems have a great many details I've not included here. What follows does not reflect any particular system, but aims at giving you a guideline for writing basic, clear, references.

But first: Why are references important? One answer is that it helps you avoid plagiarism. When you have borrowed ideas or phrases or quoted an author, give credit! Secondly, it allows the reader to engage with your arguments, or interpretations of other people's views, by allowing them to easily check your sources.

Citations, and paraphrasing

If you are giving a *short citation* (less than 3 lines of text), you can simply include this in the paragraph, enclosed within double quotes (“ ”; quotations within quotations should be indicated with single quotes, ' '), like this: “This is a short quote, it is less than 3 lines long.” (Author's Surname, Year of Publication, Page number(s)).

When giving *longer quotes* place it in an indented paragraph of its own, like this:

This is a longer paragraph. It should be separated from the main body of text. Here is some filler text to fill in the remaining lines: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean venenatis ut nunc a luctus. Nunc vel eros ligula. Quisque at viverra velit. Morbi et nisl sed nunc tempor consequat. Proin convallis at ex sit amet venenatis. Etiam sed facilisis purus. Aliquam venenatis lacinia diam quis vehicula. (Author, Year, Page(s))

Note that in the above no quotation marks are used at the start and end of the quote.

Paraphrasing or borrowing others work can take many forms. But you should nonetheless always give credit even if you are not directly quoting. It is bad to copy someone's exact words without attribution, but copying someone's idea is equally bad, even if you do so in your own words.

When borrowing or making use of someone else's work or arguments you can either acknowledge doing so in the text, or add a footnote, with something like

Here I am following Julia Annas' interpretation (see Annas 1981, 46).

or

This point is made by Annas 1981, 46.

When paraphrasing or reconstructing someone's else arguments in your own words, be explicit. (If you are not, then this can be seen as grounds for plagiarism.)

For example:

Julia Annas argues first that X, and then Y. From these she concludes Z; see her 1981, 46-49.

Note: references can be written so that they blend naturally into your writing, be placed in the text in parentheses, or using footnotes or endnotes. Whichever you opt for, do *not* use many styles in one essay, although sometimes using both parentheses in the main text and foot- or endnotes is inevitable. But *never* mix the use foot- and endnotes.

Citing translations

When citing a translation, e.g. of Plato, you should acknowledge the translator as well. If you have multiple references to a translation by the same person you can note it in the first reference, for example:

Republic 456c, translated by Grube & Reeve 1992 (as are all following translations from the *Republic*).

The Author-Date format

As should be clear from the examples, you should give references to contemporary works using the Author-Date format. Use the surname of the author (or Initial + Surname), and date of publication, followed by the page number, or range of pages the quote or references spans over. If you are referring to an argument that spans an entire work or just generally to a specific work, then the page numbers are not necessary.

When using this format it is important to have a bibliography that allows the reader to easily check what e.g. “Annas 1981” is actually a reference to. More on this below.

References and citations to historical texts

The exception to the above is when you are referring to historical texts, like Plato's *Republic* or Descartes' *Meditations*. Instead of the Author-Date system, usually references are given to the title of the work followed by a more specific reference, such as line number, page, or section.

In the case of Plato, references are usually given to Stephanus' page numbers and letter that notes the relevant section on the page, and sometimes also specific line number(s), e.g.

Republic 456-466
Republic 525e-d
Republic 329a1-331b2

(if you are citing a translation, remember to include the name of the translator. References to the translations should follow the Author-Date system, see above).

Bibliographies

Bibliographies should be included at the end of your essay, in an alphabetical order of the Authors surnames, and include minimally all relevant information:

Name, (Year of Publication), Title, Location: Publisher.

Titles of books should be written in *italics*. For articles published in magazines or collections of essays the article title should be placed in double quotes (“ ”) and the title of the magazine or collection in *italics* preceded by “in”. If a volume of collections, include Surname of editor. For example:

Annas, J., (1999) “Plato's Republic and Feminism”, in Fine (ed.) *Plato 2 : ethics, politics, religion, and the soul*, Oxford: Oxford University Press.¹

Cooper, J., (1984), “Plato's Theory of Human Motivation”, in *History of Philosophy*

¹ Although if you wish to be really accurate note that e.g. in this case the article in Gail Fine's edition is a reprint of the 1976 original. So you should, to be really accurate, give the reference as: Annas (1976) “Title”, reprinted in Fine (ed.) *Title* (Year of Fine's edition).

Quarterly Vol I.

For reference to historical texts you do not need to give e.g. Plato as the author. Instead you can give the translator or editor. E.g.

Grube, G. & Reeve C. (tr.), (1992), *Plato. Republic*, Indianapolis: Hackett Publishing Co.

You should only include what you explicitly make use of in your essay in the bibliography. A bibliography should not be a list of everything you've read on a topic. (But of course, for tutorial essays if you wish to include additional literature there as a way for you to easily access relevant literature in the future, by all means do.)