

Department of Archaeology Guide to Referencing and Citation

When you are submitting an assignment, whether it is an essay, a project or a term paper, you are obliged to reference all of the sources (books, articles and so on) you have used. In the case of published papers this is a legal requirement, so it is important to practice it at university. Failure to credit your sources is known as plagiarism and is a serious offence.

There are a number different systems for referencing sources and, if you are submitting a book or paper for publication you have to follow, to-the-letter, the conventions set out in the Style Sheet (sometimes called the ‘house style’) provided by the editor or publishing house. Nowadays, most publishers will not even consider papers unless they are submitted in the house style.

As well as dictating format, Style Sheets tell you how to cite your sources—in-text and in the References section—, including articles in periodicals, newspapers and journals, papers in edited books and monographs. (A monograph is a book written by one or more people.) Conventions also exist for digital scholarship, i.e. material published on the web.

In this guide to citation and referencing for work submitted to the Department of Archaeology, we try to cover as many types of publication as possible but beware it is not possible to be exhaustive.

In the system we recommend for Archaeology students at NUIG, sources are:

- (i) cited in shorthand in the body of the text
- and
- (ii) cited as a bibliographical entry in the References section at the end of the paper

This is sometimes referred to as the Harvard System. Other systems use footnotes or endnotes instead of in-text citation.

The shorthand entry; known as ‘in-text citation’; is inserted into the body of the text in parentheses (brackets), and includes the name of the author(s), year of the publication, and the page or pages containing the information to which you are referring.

The corresponding entry in the References section gives all the information a person would need to find the paper or book in a library catalogue or on-line.

All in-text citations must be matched by a full bibliographical entry in the References section at the end of your essay and vice versa.

Initials and capitalization:

There are no universal rules about whether you should give the authors' first name in full or as initials only in the References section or Bibliography, (This is normally indicated on the Style Sheet of the publishing house or institution.). Often it is easier to use initials because some authors never use their full first name and it can be troublesome to find out what it is.

Similarly, publishing companies and institutions have house-rules around capitalization of words in book or article titles. In this Style Sheet we have decapitalized except for the first word, place-names and personal names. Note: consistency is all that is demanded.

Different conventions apply to books, edited books, chapters in edited books, articles in journals, and so on. The main ones are set out below, and we also refer you to the short introductory video tutorial.

1. Books (aka monographs)

If you use or quote information from a book, you are required to flag this at the appropriate place(s) in your essay and have a corresponding, full bibliographical citation in the References section of your essay. The example we are going to use is Muireann Ní Bhrolcháin's book *An introduction to early Irish literature*.

In-text citation for books:

(Ní Bhrolcháin 2009) Note: the in-text reference does not include the author's first name or initial.

OR

(Ní Bhrolcháin 2009, 34 / Ní Bhrolcháin 2009, 34-42 / Ní Bhrolcháin 2009, 34-42; 102) if you want to refer to a specific page, sequential pages or non-sequential pages.

References section citation for books: Note: book titles are always in italics.

Ní Bhrolcháin, M., 2009 *An introduction to early Irish literature* (Four Courts Press, Dublin).

Where a book has two authors, the rule-of-thumb is to mention both names in the in-text citation, in the order they appear in the publication, e.g. (Hughes and Hamlin 1977). If there are more than two authors, list only the first-named author and use the shorthand et al. (which is the short for 'et alia' meaning 'and others'). For example (Waddell et al. 2009) corresponding to Waddell, J., Fenwick, J., Barton, K., 2009 *Rathcroghan. Archaeological and geophysical survey in a ritual landscape* (Wordwell, Bray) in the References section.

In-text

The Dagda is believed to have resided in the passage tomb at Newgrange (Ní Bhrolcháin, 2009, 67).

Ní Bhrolcháin (2009, 67) says that it that the Dagda was believed to have resided in Newgrange.

Rathcroghan mound is the centrepiece of the complex (Waddell et al., 2009, 22).

References Section Note: book titles are always in italics!

Ní Bhrolcháin, M., 2009 *An introduction to early Irish literature* (Four Courts Press, Dublin)

Waddell, J., Fenwick, J., Barton, K., 2009 *Rathcroghan. Archaeological and geophysical survey in a ritual landscape* (Wordwell, Bray)

2. Edited books

Edited books are a very common outlet for academic research. An edited volume contains papers ('chapters') by different authors, usually on a common theme. Slightly different formulae are employed to cite the volume itself and the papers within it.

The example we are going to take is a book of papers from a conference on aspects of the so-called Ulster Cycle of early Irish myths edited by Ruairí Ó hUiginn and Brian Ó Catháin published by Maynooth University Press in 2009, and a paper titled 'Kingship: A valedictory for the sacred marriage' in that volume by Marion Deane.

In-text reference citation for edited books:

(Ó hUiginn and Ó Catháin, 2009)

References section citation for edited books:

Ó hUiginn, R., and Ó Catháin B. (eds) 2009 *Ulidia 2. Proceedings of the Second International Conference on the Ulster Cycle Tales. Maynooth 24–27 June 2005* (Maynooth University Press, Maynooth)

Note: if there is only one editor use (ed.).

3. Chapters/papers in edited books

In-text citation for papers in edited volumes:

(Deane 2009) or (Deane 2009, 332) if there is a specific page reference.

References section citation for papers in edited volumes:

Deane, M., 'Kingship: A valedictory for the sacred marriage', in R. Ó hUiginn and B. Ó Catháin (eds) 2009 *Ulidia 2. Proceedings of the Second International Conference on the Ulster Cycle Tales. Maynooth 24–27 June 2005* (Maynooth University Press, Maynooth), 326–343.

These are the numbers of the first and last page of the paper/chapter.

Note: when citing a paper in an edited collection, the editor's initials precede their surname(s) in the citation, whereas if you are only citing the book the initials come after the surname as above.

4. Reprints and Editions

When a book is sold out but is still in demand it is often reprinted. This can happen multiple times over, and sometimes by different publishers. Reprints have exactly the same layout and page numbers as the original, and there is no need to mention in the bibliographical reference which reprint you have consulted.

On the other hand, when a book is in high demand but needs to be up-dated, a new edition is published. In this case, the author will have added new text, new figures, etc, to the book, which changes the pagination (ie page numbers). In this case, it is important to cite the edition you are using/quoting so that the reader knows exactly the pagination to which you refer.

In 2020 Four Courts Press published a new edition of Hughes and Hamlin's very popular *The modern traveller to the early Irish Church*, which had already been reprinted multiple times.

If you are using the original, first edition, the citation should read:

Hughes, K., and Hamlin, A., *The modern traveller to the early Irish church* (SPCK, London, 1977)

...but, if you are using/quoting from the new edition, the citation should read as follows:

Hughes, K., and Hamlin, A., 1977 *The modern traveller to the early Irish church* (2nd ed., Four Courts Press, Dublin, 2020)

5. Articles in journals/periodicals

By far the majority of academic papers appear in journals and periodicals. Most of journals are printed once a year and some are quarterly. This pattern is changing with online publications, and in many cases papers are simply uploaded when they are ready. This is a comparatively new phenomenon and can be problematic if page numbers are not given and if you have to search around a bit to find the volume number. In these cases, cite the date-of-issue if that is available.

Let's start with the traditional journal or periodical. The example we are going to use is a paper/article by Máire Herbert titled 'Goddess and king: the sacred marriage in early Ireland' which

was published in a journal called *Cosmos* in 1992. The article is eleven pages long, page numbers 264-275.

In-text citation for journal article:

(Herbert 1992) if referring generally to the paper/article

(Herbert 1992, 269) if referring to one page

(Herbert 1992, 269-72) if referring to consecutive pages

(Herbert 1992, 269-70; 272; 280) if referring to information recurring on various pages

(Herbert 1992, fig. 3; pl. 4) if referring to figures or plates (ie photographs where they are captioned as 'plate')

References section citation for journal article:

Herbert, M. (1992) 'Goddess and king: the sacred marriage in early Ireland', *Cosmos* **7**, 264-75.

Note: in the case of articles in journals or periodicals (i) the title of the paper is placed in inverted commas (generally one but sometimes two); (ii) the name of the journal or periodical is in italics; (iii) the volume/issue number of the journal follows and is in bold; and (iv) the page numbers (start to finish) are recorded.

Note also that it is not always possible to publish journals annually, and sometimes the year written on the spine or title page is not the actual year of publication. You need to check for this and quote the year of publication. For citation purposes the volume number is, therefore, the most important.

Hall, R., 1978 'A Viking grave at Donnybrook, Co. Dublin', *Medieval Archaeology* **22**, 64-83.

Raftery, J., 1941 'A bronze Zoomorphic Penannular Brooch and other objects from Toomullin, Co. Clare', *Journal of the Royal Society of Antiquaries of Ireland* **71**(2), 56-60.

In this latter instance, volume 71 is in two parts.

Some long-standing journals are divided into series but you don't need to quote the series number as long as the year of publication and volume number is recorded.

6. Website and online sources

An increasing amount of academic research is published online, and people are regularly use websites to get information. These are sources too, and they must be cited.

The method of citing online resources is very variable, and there is no international standard. Just remember, the point of citation is (a) to make sure the source is acknowledged, and (b) that readers are provided with enough information to be able to find and check the source themselves.

In the case of online articles or books, the same conventions set out above apply for in-text citation and References section entries. Articles published in online journals, like printed ones, don't change. However, websites do, so it is now standard practice to cite the date that you accessed the website.

In-text reference:

(Murphy 2008) or (UNESCO 2001) **Note: the date here refers to when the content was loaded or last revised**

Bibliographical reference:

UNESCO 2001, <<http://www.unesco.org>>, accessed 12 September 2016. **Note: websites are changed or revised regularly, so the date that you accessed it is recorded. Include the url or permalink too. You can make the url live if you want.**

This is a useful site for further information: <https://student.unsw.edu.au/how-do-i-cite-electronic-sources>

Online resources frequently used by Archaeology students include:

Geological Survey Ireland (2022) *Geological Survey Ireland Spatial Resources*. Available at:

<https://dcenr.maps.arcgis.com/apps/MapSeries/index.html?appid=a30af518e87a4c0ab2fbde2aac3c228>

(Accessed: 25 March 2022).

National Monuments Service (2022) *Historic Environment Viewer application*. Available at:

<https://www.archaeology.ie/archaeological-survey-ireland/historic-environment-viewer-application>

(Accessed: 25 March 2022)

Ordnance Survey of Ireland (2022) *GeoHive Map Viewer*. Available at:

<https://webapps.geohive.ie/mapviewer/index.html> (Accessed: 25 March 2022)

The Heritage Council (2022) *Heritage Maps*. Available at:

<https://heritagemaps.ie/WebApps/HeritageMaps/index.html> (Accessed: 25 March 2022).

7. Images, illustrations and tables

As the saying goes, a picture paints a thousand words. Images can be a very powerful addition to an assignment, and when skilfully and tactically used can add considerable force to your argument. Use them wisely!

All images, illustrations and tables should be numbered, captioned, credited to source, and listed separately in the bibliography, including images downloaded from the web. If you are using your own illustrations, tables or photographs you do not need to credit them to yourself. Number the figures sequentially and use a capital F for 'Figure or Fig.'. Some publishing houses still distinguish between figures (ie drawings) and plates (ie photographs) but this practice is dying out and the norm now is to refer to all images as 'figures'.

When referring to an image in another publication use lower-case f. or pl. (e.g. the Forty Metre Structure at Navan Fort (Lynn, 1999, fig. 2; pl. 5)). This avoids confusion between the images in your assignment and ones in your sources.

Captions are important. Never include an image without a figure number and caption and always refer to the figure in the body of the text (DO NOT leave it up to the reader to figure out when to look at the image).

The caption should tell the reader what the image is, and record the source of the image.

8. References vs Bibliographies

There is often ambiguity and confusion about what to call the list of publications at the end of a book or article. 99% of the time, only sources referred to in the text are listed—hence the term 'references'. Sometimes, however; and particularly in the case of books; writers includes relevant works that are not actually referred to in the text. What they are doing is alerting the reader to a wider range of publications relevant to the topic. Strictly speaking this is a 'bibliography'.

In the case of undergraduate assignments you should ONLY cite sources that are referenced in the text. Do not beef up your References section with works that you have not referred to in the body of the work.