

Referencing in COMS

COMS students are required to use the Harvard author-date system for citations.

In the text

Only a short citation belongs in the text – leave details until the full citation in the references. You should usually give a page number as well as the author's surname and year of publication. Only leave out the page number if you are referencing a general theme or argument or similar. There are two options, depending on if the author's name occurs naturally in the sentence:

Gaston (1995: 54) suggested that...

or

...demonstrated in three different cases (Gaston 1995: 54).

The citation should go as close as possible to the author whose ideas or quoted words are being referenced (i.e. do not leave it to the end of the sentence if it will be unclear what part of the sentence is being attributed to someone else). If there are three or more authors use the name of the first author followed by et al., e.g.

Bell et al. (1989) showed that

If the source you used was, in turn, using yet another source, you must indicate this, e.g.

(Dahl, 1989: 105, cited in Held, 1996: 215)

When citing something that does not give the author's name, use the name of the publication and the date, e.g.

(*Economist* 1998)

and list this reference under "E" in the list of references.

The titles of books, journals, magazines, newspapers, television programmes and films should be italicised in the text. The names of television stations or companies should not.

In the reference list

Reference lists appear at the very end of the essay. The list should be a complete list of all the references quoted in the text. If you've referenced properly in the text, that should mean all the sources whose ideas you drew on in the essay are listed at the end. All appropriate page numbers, publication location and publisher, etc. must be included for the reference to be complete.

List references in alphabetical order by author; do not number the list; do not separate out books, articles, web sites and so on. Different kinds of text have slightly different formats, as follows:

books

Bennett, W. L. (2001) *News: The politics of illusion*. 4th edn. New York: Addison Wesley Longman.

Hess, S. and Kalb, M. (eds) (2003) *The media and the war on terrorism*. Washington, DC: Brookings Institution Press.

chapters in books

Remember to reference the person who wrote what you are citing, not just the editor. Make sure you include page numbers:

Allan, S. (2002) *Reweaving the Internet: Online News of September 11*. In B. Zelizer and S. Allan (eds), *Journalism after September 11*. London: Routledge, 119-140.

course material

Treat course textbooks like any other book and give the original references for anything out of the photocopied course readers (full references are usually given on the reader's contents page). If you wish to source something you heard in class from the lecturer, go back to the original source that the lecturer was drawing on. In almost all cases, the lecturer is pulling from an outside text and this should be the principal source. If the material is indeed the lecturer's own thoughts, then follow the following format:

Kenix, L. J. (2006) COMS305 lecture 2: Media and the social world. April 23.

journal articles

The most important point is to include all of the information below, including page numbers, but get the punctuation right too:

Brennen, B. S. (2000) What the hacks say: The ideological prism of US journalism texts. *Journalism* 1(1), 106-113.

Schumacher, G. M., Scott, B. T., Klare, G. L. , Cronin, F. C. & Lambert, D. A. (1989) Cognitive processes in journalistic genres: Extending writing theories. *Written Communication* 6(3), 390-407.

online material

Treat websites, discussion groups, podcasts, online journals and e-books and the like in much the same way as other texts. That means including the same information you would with a book, except that there are sometimes no publisher details and sometimes no page numbers. There is no need to include "http://" before the web address, but include the date you visited the site:

Smith, R. A. (2006) What is communication? At www.whatever.com, accessed January 14, 2006.

Rosen, J. (2003) Emerging alternatives: Terms of authority. *Columbia Journalism Review*, Sept/Oct. At cjr.org/issues/2003/5/alt-rosen.asp, accessed October 6, 2003.

newspapers and magazines

Washington Post (1996) The communications revolution, p. A23. July 23.

Brown, A. (2006) Warne calls stumps; McGrath next, p.A1, December 21.

broadcasts and films

For films, DVDs, videos, television programmes and radio, the style is much the same, though for broadcasts you should include episode number and time broadcast.

Blade Runner: from a story by Philip K. Dick (1982) Film. Directed by Ridley Scott. USA: Warner Brothers

Queer Eye for the Straight Guy: Episode 1 (2004) Television. TV2, January 6. 20.30 hrs.

Checkpoint (2006) Radio. National Radio, January 27, 2006. 17.15.

The guide is based on Blackwell's notes for authors.