

## Citing your References in the MHRA Style: A Guide for English and Drama Students

The MHRA referencing style is required by the **English Literature and Drama courses** at Oxford Brookes University. This guide covers most of the things you'll need to know about referencing in MHRA, but if you have a query not covered here, check the latest version of the **MHRA Style Guide [V3.1]** which is available online via the Library Subject Help pages for English at <http://www.brookes.ac.uk/library/english/engmhra.html> or directly from the MHRA web site at <http://www.mhra.org.uk/Publications/Books/StyleGuide/download.shtml>  
The print version of the *MHRA Style Guide* (3<sup>rd</sup> edn, 2013) is held in the Library at 808.02/MOD. *Cite Them Right Online* also includes advice and examples of referencing in the MHRA style – you can access it via the link at <http://www.brookes.ac.uk/library/english/engmhra.html>

If you have any queries about referencing, check with your tutor or the Librarian for English and Drama.

### How to use this guide

**Part I** gives guidelines and examples of referencing different kinds of publications. You can copy the relevant footnote/bibliography template into your Word document and replace the elements with the details you have, making sure to check the notes on the left.

**Part II** covers referencing practice and explains how to use references and quotes in your written work.

### Part I. How to cite specific types of sources

- If any publication details are not given in the source, use: '[n.p.]' (= no place), '[n. pub.]' (= no publisher), '[n.d.]' (= no date)
- Put a full stop at the end of footnote references, but not at the end of bibliography references.
- The bibliography needs to be arranged alphabetically by author surname, so always reverse the name of the first author (or editor) in the bibliography, as in the examples below.

#### 1. Books

1.1 Book with author(s)	
<p><b>Title:</b> Use book title as it appears on the title page.</p> <p><b>Edition:</b> Include edition if not the first, in the form '2nd edn', 'rev. edn' etc, preceded by a comma.</p> <p><b>Page numbers:</b> Include in footnote references only, in the form 'p.' for 'page' or 'pp.' for 'pages'.</p>	<p><b>Footnote format:</b> Firstname Lastname, <i>Book Title</i> (Place of publication: Publisher, Year), p. x.</p> <p>Janette Dillon, <i>The Cambridge Introduction to Early English Theatre</i> (Cambridge: Cambridge University Press, 2006), p. 34.</p> <p>Mick Wallis and Simon Shepherd, <i>Studying Plays</i>, 3<sup>rd</sup> edn (London: Bloomsbury Academic, 2010), p. 78.</p>
	<p><b>Bibliography format:</b> Lastname, Firstname, <i>Book Title</i> (Place of publication: Publisher, Year)</p> <p>Dillon, Janette, <i>The Cambridge Introduction to Early English Theatre</i> (Cambridge: Cambridge University Press, 2006)</p> <p>Wallis, Mick and Simon Shepherd, <i>Studying Plays</i>, 3<sup>rd</sup> edn (London: Bloomsbury Academic, 2010)</p>

<b>1.2 Book with author and editor</b>	
<p><u>Title:</u> Use book title as it appears on the title page.</p> <p><u>Edition:</u> Include edition if not the first, in the form '2nd edn', 'rev. edn' etc, preceded by a comma.</p> <p><u>Page numbers:</u> Include in footnote references only, in the form 'p.' for 'page' or 'pp.' for 'pages'.</p>	<p><b>Footnote format:</b> Firstname Lastname, <i>Book Title</i>, ed. by Firstname Lastname (Place of publication: Publisher, Year), p. x.</p> <p>Mary Wollstonecraft Shelley, <i>Frankenstein, or, The Modern Prometheus</i>, ed. by Maurice Hindle, rev. edn (London: Penguin, 2003), pp. 62-63.</p>
	<p><b>Bibliography format:</b> Lastname, Firstname, <i>Book Title</i>, ed. by Firstname Lastname (Place of publication: Publisher, Year)</p> <p>Shelley, Mary Wollstonecraft, <i>Frankenstein, or, The Modern Prometheus</i>, ed. by Maurice Hindle, rev. edn (London: Penguin, 2003)</p>

<b>1.3 Book with editor(s) but no author</b>	
<p><u>Title:</u> Use book title as it appears on the title page.</p> <p><u>Edition:</u> Include edition if not the first, in the form '2nd edn', 'rev. edn' etc, preceded by a comma.</p> <p><u>Page numbers:</u> Include in footnote references only, in the form 'p.' for 'page' or 'pp.' for 'pages'.</p>	<p><b>Footnote format:</b> <i>Book Title</i>, ed. by Firstname Lastname (Place of publication: Publisher, Year), p. x.</p> <p><i>Romanticism: An Anthology</i>, ed. by Duncan Wu, 3<sup>rd</sup> edn (Oxford: Blackwell, 2005), p. 88.</p> <p><i>The Norton Anthology of American Literature, Vol. B, 1820-1865</i>, ed. by Nina Baym, Arnold Krupat and Robert S. Levine, 7<sup>th</sup> edn (New York: W.W. Norton, 2007), p.60.</p>
	<p><b>Bibliography format:</b> Lastname, Firstname, ed., <i>Book Title</i> (Place of publication: Publisher, Year)</p> <p>Wu, Duncan, ed., <i>Romanticism: An Anthology</i>, 3<sup>rd</sup> edn (Oxford: Blackwell, 2005)</p> <p>Baym, Nina, Arnold Krupat and Robert S. Levine, eds., <i>The Norton Anthology of American Literature, Vol. B, 1820-1865</i>, 7<sup>th</sup> edn (New York: W.W. Norton, 2007)</p>

<b>1.4 Book chapter, short story in a collection or essay in a collection.</b>	
<p><u>Title:</u> Use book title as it appears on the title page. Put chapter title in single quotation marks and the book title in italics. The titles of works of literature occurring within chapter titles should be italicized or placed within double quotation marks to differentiate.</p> <p><u>Edition:</u> Include edition if not the first, in the form '2nd edn', 'rev. edn' etc, preceded by a comma.</p> <p><u>Page numbers:</u> Include page range of chapter in the form 'pp.' Specify page cited in footnote references.</p>	<p><b>Footnote format:</b> Firstname Lastname, 'Chapter Title', in <i>Book Title</i>, ed. by Firstname Lastname (Place of publication: Publisher, Year), pp. x-xx (p.x).</p> <p>Nathaniel Leach, 'Mary Shelley and the Godwinian Gothic: Matilda and Mandeville', in <i>Mary Shelley: Her Circle and Her Contemporaries</i>, ed. by L. Adam Mekler and Lucy Morrison (Cambridge: Cambridge Scholars, 2010), pp. 63-82 (p. 66).</p>
	<p><b>Bibliography format:</b> Lastname, Firstname, 'Chapter Title', in <i>Book Title</i>, ed. by Firstname Lastname (Place of publication: Publisher, Year), pp. x-xx</p> <p>Leach, Nathaniel, 'Mary Shelley and the Godwinian Gothic: Matilda and Mandeville', in <i>Mary Shelley: Her Circle and Her Contemporaries</i>, ed. by L. Adam Mekler and Lucy Morrison (Cambridge: Cambridge Scholars, 2010), pp. 63-82</p>

### 1.5 E-books

Treat as print books with the following additional details:  
Web address: URL or DOI of the resource in angle brackets < >  
Date accessed: in square brackets [ ]

**Footnote format:** Firstname Lastname, *Book Title* (Place of publication: Publisher, Year), p. x <URL> [accessed day month year].

Paul Giles, *The Global Remapping of American Literature* (Princeton: Princeton University Press, 2011), p. 7 <<http://www.dawsonera.com>> [accessed 13 July 2013].

*The Concise Oxford Companion to English Literature*, ed. by Margaret Drabble, Jenny Stringer and Daniel Hahn (Oxford: Oxford University Press, 2007), p. 23 <<http://www.oxfordreference.com>> [accessed 14 September 2014].

**Bibliography format:** Lastname, Firstname, *Book Title* (Place of publication: Publisher, Year) <URL> [accessed day month year]

Giles, Paul, *The Global Remapping of American Literature* (Princeton: Princeton University Press, 2011) <<http://www.dawsonera.com>> [accessed 13 July 2013]

Drabble, Margaret, Jenny Stringer and Daniel Hahn, eds, *The Concise Oxford Companion to English Literature* (Oxford: Oxford University Press, 2007) <<http://www.oxfordreference.com>> [accessed 14 September 2014]

## 2. Poems

### 2.1 Poem from a collection

Title: Put poem title in single quotation marks and the collection title in italics. In the bibliography you need only cite the collection title.

Edition: Include edition if not the first, in the form '2nd edn', 'rev. edn' etc, preceded by a comma.

Page numbers: Include in footnote references only in the form 'p.' for 'page' or 'pp.' for 'pages'.

Line numbers: Include line numbers if available in footnote references only. Use 'l.' for 'line' or 'll.' for 'lines'.

**Footnote format:** Firstname Lastname, 'Poem Title', in *Collection Title*, ed. by Firstname Lastname (Place of publication: Publisher, Year), p. x OR pp. x-xx (p. x), ll. x-xx.

Sylvia Plath, 'Daddy', in *Collected Poems*, ed. by Ted Hughes (London: Faber and Faber, 1981), pp. 222-24 (p. 222), ll. 2-4.

**Bibliography format:**

Lastname, Firstname, *Collection Title*, ed. by Firstname Lastname (Place of publication: Publisher, Year)

Plath, Sylvia, *Collected Poems*, ed. by Ted Hughes (London: Faber and Faber, 1981)

### 2.2 Poem from an anthology

In the bibliography you should cite the anthology title and editor(s), not the individual poem or poet.

Title: Put poem title in single quotation marks and the anthology title in italics.

Edition: Include edition if not the first, in the form '2nd edn', 'rev. edn' etc, preceded by a comma.

Page numbers: Include in footnote references only in the form 'p.' for 'page' or 'pp.' for 'pages'.

Line numbers: Include line numbers if available in footnote references only. Use 'l.' for 'line' or 'll.' for 'lines'.

**Footnote format:** Firstname Lastname, 'Poem Title', in *Anthology Title*, ed. by Firstname Lastname, edition (Place of publication: Publisher, Year), p. x OR pp. x-xx (p. x), ll. x-xx.

Sylvia Plath, 'Daddy', in *The Norton Anthology of Poetry*, ed. by Margaret Ferguson, Mary Jo Salter, and Jon Stallworthy, 5th edn (London: W. W. Norton, 2005), pp. 1840-42, ll. 2-4.

**Bibliography format:**

Editor Lastname, Firstname, and Editor Firstname Lastname, eds, *Anthology Title*, edition (Place of publication: Publisher, Year)

Ferguson, Margaret, Mary Jo Salter, and Jon Stallworthy, eds., *The Norton Anthology of Poetry*, 5<sup>th</sup> edn (London: W. W. Norton, 2005)

### 3. Plays

<b>3.1 Single plays</b>	
<p><u>Act, scene, line numbers:</u> Include in footnote references only. Specify act, scene and line numbers if these are available, separated by full stops. Note that unlike references to poems, you do not include 'l.' for 'line' or 'll.' for 'lines'.</p> <p>If the play doesn't have scenes, or if you're citing the introduction, use page numbers in the form 'p.' for 'page' or 'pp.' for 'pages'.</p>	<p><b>Footnote format:</b> Firstname Lastname, <i>Play Title</i>, ed. by Firstname Lastname (Place of publication: Publisher, Year), Act.Scene.Line no. <u>OR</u> p. x.</p> <p>William Shakespeare, <i>Hamlet</i>, ed. by John Dover Wilson (Cambridge: Cambridge University Press, 2009), 3.4.139-155.</p> <p>William Shakespeare, <i>Titus Andronicus</i>, ed. by Jonathan Bate (London: Arden Shakespeare, 2003), p. 7.</p> <p><b>Bibliography format:</b> Lastname, Firstname, <i>Play Title</i>, ed. by Firstname Lastname (Place of publication: Publisher, Year)</p> <p>Shakespeare, William, <i>Hamlet</i>, ed. by John Dover Wilson (Cambridge: Cambridge University Press, 2009)</p> <p>Shakespeare, William, <i>Titus Andronicus</i>, ed. by Jonathan Bate (London: Arden Shakespeare, 2003)</p>
<b>3.2 Play in a collection</b>	
<p><u>Title:</u> Put play title and collection title in italics, as in examples.</p> <p><u>Act, scene, line numbers:</u> Include in footnote references only. Specify act, scene and line numbers if these are available, separated by full stops. Note that unlike references to poems, you do not include 'l.' for 'line' or 'll.' for 'lines'.</p> <p>If the play doesn't have scenes, or if you're citing the introduction, use page numbers in the form 'p.' for 'page' or 'pp.' for 'pages'.</p>	<p><b>Footnote format:</b> Firstname Lastname, <i>Play Title</i>, in <i>Collection Title</i> (Place of publication: Publisher, Year), Act.Scene.Line no. <u>OR</u> p. x.</p> <p>Sarah Kane, <i>Crave</i>, in <i>Complete Plays</i> (London: Methuen Drama, 2001), p. 165.</p> <p><b>Bibliography format:</b> Lastname, Firstname, <i>Play Title</i>, in <i>Collection Title</i> (Place of publication: Publisher, Year)</p> <p>Kane, Sarah, <i>Crave</i>, in <i>Complete Plays</i> (London: Methuen Drama, 2001)</p>

### 4. Films, TV and radio programmes

<b>4.1 Film on DVD</b>	
<p>The format remains <u>the same</u> for footnote and bibliography references, except for the omission of the full stop at the end of the bibliography reference: <i>Film Title</i>, dir. by Firstname Lastname (Distributor, Year) [on DVD].</p>	
<p><b>Footnote:</b> <i>Pride and Prejudice</i>, dir. by Joe Wright (Universal Pictures, 2006) [on DVD].</p>	
<p><b>Bibliography:</b> <i>Pride and Prejudice</i>, dir. by Joe Wright (Universal Pictures, 2006) [on DVD]</p>	
<b>4.2 TV or radio programme viewed on Box of Broadcasts or other service</b>	
<p><u>Title:</u> Put episode title in single quotation marks and the programme or series title in italics. If only one title, put in italics.</p>	<p><b>Footnote format:</b> 'Episode Title', <i>Programme/Series Title</i>, Channel Name, day month year, time of broadcast.</p> <p>'Snacking through Shakespeare', <i>Shakespeare's Restless World</i>, BBC Radio 4, 18 April 2012, 13.45.</p> <p><b>Bibliography format:</b> 'Episode Title', <i>Programme/Series Title</i>, Channel Name, day month year, time of broadcast</p> <p>'Snacking through Shakespeare', <i>Shakespeare's Restless World</i>, BBC Radio 4, 18 April 2012, 13.45</p>

## 5. Journal articles, print and electronic

<p><b>Title:</b> Put article title in single quotation marks and journal title in italics. The titles of works of literature occurring within article titles should be italicized or placed within double quotation marks, to differentiate.</p> <p><b>Page numbers:</b> Include page range of article but don't use pp. when citing the page range of journal articles. Specify page cited in footnote references only.</p> <p><b>Online/electronic articles</b> Treat as print articles. You can also include the following additional details: <b>Web address:</b> URL or DOI of the resource in angle brackets &lt; &gt; <b>Date accessed:</b> in square brackets [ ] Where an online journal does not have page numbers, you need to include the location of passage cited (in round brackets)</p>	<p><b>Footnote format:</b> Firstname Lastname, 'Article Title', <i>Journal Title</i>, Volume.Issue (Year), x-xx (p. x). If online article, include these details at the end: &lt;URL&gt; [accessed day month year].</p> <p>Michael Laplace-Sinatra, 'Science, Gender and Otherness in Shelley's <i>Frankenstein</i> and Kenneth Branagh's Film Adaptation', <i>European Romantic Review</i>, 9.2 (Spring 1998), 253-70 (p. 262).</p> <p>Alexandra Reuber, "'Oh Mother, the Monster Is Inside!': Victor Frankenstein's Déjà Vu Experiences of His Repressed Self", <i>Nineteenth Century Literature in English</i>, 12.1 (2008), 179-96 (p. 190).</p> <p>Alan Bewell, 'John Clare and the Ghosts of Natures Past', <i>Nineteenth-Century Literature</i>, 65.4 (2011), 548-78 (p. 570) &lt;<a href="http://www.jstor.org/stable/10.1525/ncl.2011.65.4.548">http://www.jstor.org/stable/10.1525/ncl.2011.65.4.548</a>&gt; [accessed 13 July 2014].</p> <p><b>Bibliography format:</b> Lastname, Firstname, 'Article Title', <i>Journal Title</i>, Volume.Issue (Year), x-xx If online article, include these details at the end: &lt;URL&gt; [accessed day month year]</p> <p>Laplace-Sinatra, Michael, 'Science, Gender and Otherness in Shelley's <i>Frankenstein</i> and Kenneth Branagh's Film Adaptation', <i>European Romantic Review</i>, 9.2 (Spring 1998), 253-70</p> <p>Reuber, Alexandra, "'Oh Mother, the Monster Is Inside!': Victor Frankenstein's Déjà Vu Experiences of His Repressed Self", <i>Nineteenth Century Literature in English</i>, 12.1 (2008), 179-96</p> <p>Bewell, Alan, 'John Clare and the Ghosts of Natures Past', <i>Nineteenth-Century Literature</i>, 65.4 (2011), 548-78 &lt;<a href="http://www.jstor.org/stable/10.1525/ncl.2011.65.4.548">http://www.jstor.org/stable/10.1525/ncl.2011.65.4.548</a>&gt; [accessed 13 July 2014]</p>
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## 6. Newspaper articles, print and online

<p><b>6.1 Print newspaper articles</b></p>	
<p><b>Author:</b> If no individual author is credited, start your reference with the article title.</p> <p><b>Title:</b> Put article title in single quotation marks and newspaper title in italics. The titles of works of literature occurring within article titles should be italicized or placed within double quotation marks.</p> <p><b>Page numbers:</b> Include in the form 'p.' for 'page' or 'pp.' for 'pages'</p>	<p><b>Footnote format:</b> Firstname Lastname, 'Article Title', <i>Newspaper Title</i>, day month year, p. x</p> <p>Jackie Kay, 'Poetry...a Beautiful Renaissance', <i>Guardian</i>, 29 January 2011, p. 30.</p> <p><b>Bibliography format:</b> Lastname, Firstname, 'Article Title', <i>Newspaper Title</i>, day month year, p. x</p> <p>Kay, Jackie, 'Poetry...a Beautiful Renaissance', <i>Guardian</i>, 29 January 2011, p. 30</p>

<b>6.2 Online newspaper articles from databases e.g. Factiva/LexisLibrary, or newspaper Web sites</b>	
<p><b>Author:</b> If no individual author is credited, start your reference with the article title.</p> <p><b>Page numbers:</b> Include if available in the form 'p.' for 'page' or 'pp.' for 'pages'</p> <p>You can add the following additional details:</p> <p><b>Web address:</b> URL or DOI of the resource in angle brackets &lt; &gt;</p> <p><b>Date accessed:</b> in square brackets [ ]</p>	<p><b>Footnote format:</b> Firstname Lastname, 'Article Title', <i>Newspaper Title</i>, day month year, p. x &lt;URL&gt; [accessed day month year].</p> <p>Stuart Jeffries, 'Literature: Ventriloquist to the dead', <i>Guardian</i>, 9 November 2012, p.34 &lt;www.lexisnexis.com&gt; [accessed 10 October 2014].</p> <p><b>Bibliography format:</b> Lastname, Firstname, 'Article Title', <i>Newspaper Title</i>, day month year, p. x &lt;URL&gt; [accessed day month year]</p> <p>Jeffries, Stuart, 'Literature: Ventriloquist to the dead', <i>Guardian</i>, 9 November 2012 &lt;www.lexisnexis.com&gt; [accessed 10 October 2014]</p>

## 7. Web pages

<p><b>Author:</b> If no individual author is credited, you could use the organisation responsible for the web page as the author instead e.g. Poetry Book Society. If there is no individual or organisational author, start your reference with the title of the Web page.</p> <p><b>Title:</b> If page is part of a larger resource or work, put title of Web page in single quotation marks, and title of resource in italics. If only one title, put in italics.</p> <p><b>Year:</b> Give the year the page was last updated if available.</p>	<p><b>Footnote format:</b> Firstname Lastname, 'Title of Web page', <i>Title of Resource</i> (Year) &lt;URL&gt; [accessed day month year].</p> <p>Thomas Wyatt, 'A Book of Ballads', <i>The Origins of Early Modern Literature</i>, (2008) &lt;<a href="http://www.hrionline.ac.uk/origins/frame.html">http://www.hrionline.ac.uk/origins/frame.html</a>&gt; [accessed 19 August 2011].</p> <p><b>Bibliography format:</b> Lastname, Firstname, 'Title of Web page', <i>Title of Resource</i> (Year) &lt;URL&gt; [accessed day month year]</p> <p>Wyatt, Thomas, 'A Book of Ballads', <i>The Origins of Early Modern Literature</i> (2008) &lt;<a href="http://www.hrionline.ac.uk/origins/frame.html">http://www.hrionline.ac.uk/origins/frame.html</a>&gt; [accessed 19 August 2011]</p>
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## 8. Other sources

For guidance on referencing other sources such as theses, manuscripts, The Bible, dissertations or social media, check the full *MHRA Style Guide*, section 11.

## Part II. MHRA referencing FAQs

This section covers referencing practice. It includes examples of how to use citations and quotations in your text with corresponding footnotes at the bottom of the page and a bibliography at the end.

### 1. When do I need to cite a source in my written work?

When writing essays or dissertations you may need to refer to a variety of sources – literary texts, books, journal articles etc. – in the body of your work. You could be referring to a source directly, in the form of a quotation, or indirectly where you're drawing on someone else's ideas e.g. 'Eagleton's theory is that...'

Always cite the original source if you are providing:

- A direct quotation.
- Evidence on which your argument is based.

## 2. How does the MHRA system of footnotes and bibliography work?

To avoid taking up space in the text of your essay/dissertation or interrupting the flow of the text, you put the full reference to each source in a **footnote** (or endnote) and in a **bibliography**. A number in the text links your reader to the relevant footnote.

**Footnotes:** These are notes placed at the foot of the page. Alternatively you can use endnotes (notes placed at the end of your essay). Allocate each footnote a number in sequence. The number in the text should be in superscript<sup>1</sup> and should be placed at the end of a sentence, after the full stop. In the corresponding footnote put the full reference to the source, following the guidelines in Part I of this guide. For example:

Lew emphasises the novel's interest in Orientalism.<sup>1</sup>

**Bibliography:** At the end of your work, list each of the sources you have referenced, and any other works you have read in relation to the subject, in a bibliography. Write the list in alphabetical order by the first author's surname. See pp. 9-10 for more information.

## 3. How do I create a footnote in Word?

To insert a footnote in **Word**, click on 'References' and 'Insert Footnote'. Word will automatically assign it a number in superscript and create the corresponding footnote at the bottom of the page. In **Word for Mac**, go to the 'View' menu and click 'Print Layout'. In your document, click where you want to insert the note reference mark. Go to the 'Insert' menu and click 'Footnote'.

## 4. What should I do if I need to refer to the same source several times?

You may need to refer to a particular work at various points throughout your document, especially when you are discussing a literary text. The first time you refer to the work you need to provide the full reference in a footnote, but for subsequent mentions you can use an abbreviated reference or 'short citation', plus a page number if you are citing a specific part of the text. Allocate a new footnote each time and use the shortest form of abbreviation, e.g. the author's surname, or if referencing more than one item by the same author, additionally use a short form of the title in order to distinguish between the different works. Here is an example:

Waves and water are a recurring theme in Woolf's *Mrs Dalloway*.<sup>2</sup>

... Septimus looks out of the window and sees everything as though it is underwater.<sup>3</sup>

**Further help:** See the *MHRA Style Guide* sections 10.2 and 11.3.

### Harry Potter series

These books weren't published as a series, so there is no overarching series title. To refer to the books collectively, provide a footnote the first time you mention one of the books in your text. In this footnote put the full reference details for each book individually (separate them with a semicolon), and at the end of the list write the following:

Further references to the Harry Potter books as a collection will be referred to as '*Harry Potter* series (1997-2007)'.

You can then use this short form in further references to refer to the series as a whole.

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<sup>1</sup> Joseph W. Lew, 'The Deceptive Other: Mary Shelley's Critique of Orientalism in *Frankenstein*', *Studies in Romanticism*, 30.2 (1991), 255-83.

<sup>2</sup> Virginia Woolf, *Mrs. Dalloway*, ed. by Elaine Showalter (London: Penguin, 2000), p. 19. Further references to this novel will be given using the short form Woolf, *Mrs Dalloway* and the page numbers.

<sup>3</sup> Woolf, p.180.

## 5. Do I need a separate footnote for each source?

Not necessarily. If you have mentioned several sources in the same paragraph, you can use a single footnote/endnote to cover all of them. For example:

The action in Mary Shelley's novel takes place in a variety of locations including Geneva, Evian and Ireland. The geographical aspect has been explored by several critics including Bohls and Randel.<sup>4</sup>

Note you do need to use separate footnotes for sources mentioned in different paragraphs.

## 6 How do I reference a source quoted in another author's work?

In some cases you will want to reference a work mentioned or quoted in another author's work. If you can, you should try to locate and verify the details of the source referred to and then reference it as normal. In some cases it won't be possible for you to consult the original source and in this case you would cite the source you have read – this is called 'secondary referencing'. In the footnote use the phrase 'quoted in' or 'cited in', depending on whether the author of the work you are reading is directly quoting or summarising from the original.

For example, you have read an article by Eva Badowska in the journal *Victorian Literature and Culture* which contains a quote from a book called *Crimes of Writing: Problems in the Containment of Representation* by Susan Stewart. You would like to use this quote in your essay but you have been unable to access Stewart's original book. In this case, you would cite the source you have read, i.e. Badowska, as follows:

Susan Stewart describes Walpole's Gothic Revival villa Strawberry Hill as 'a form of *trompe-l'oeil* a triumph of surface over materiality and time'.<sup>5</sup>

In your bibliography you would only cite Badowska, as on p.10.

## 7. How do I put quotations in the text of my essay?

Direct quotation from any source must be indicated as such and the exact reference given within a footnote/endnote.

**Short quotations** may be run into the text, using single quotation marks. The number for the note should appear at the end of the quotation, after the full stop, even if the quotation appears in the middle of the sentence. For example:

Lynch emphasises that 'In the culture about which Shakespeare wrote, hands were felt to have unique holy and sacramental powers'.<sup>6</sup>

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<sup>4</sup> Elizabeth A. Bohls, 'Standards of Taste, Discourses of "Race", and the Aesthetic Education of a Monster: Critique of Empire in *Frankenstein*', *Eighteenth-Century Life*, 18.3 (1994), 23-36.

Fred V. Randel, 'The Political Geography of Horror in Mary Shelley's *Frankenstein*', *ELH*, 70.2 (2003), 465-491 <<http://www.jstor.org.oxfordbrookes.idm.oclc.org/stable/30029885>> accessed 14 January 2015.

<sup>5</sup> Susan Stewart, quoted in Eva Badowska, 'On the Track of Things: Sensation and Modernity in Mary Elizabeth Braddon's *Lady Audley's Secret*', *Victorian Literature and Culture*, 37.1 (2009), 157-175 (p.163) <<http://www.jstor.org.oxfordbrookes.idm.oclc.org/stable/40347219>> [accessed 13 January 2015].

<sup>6</sup> Kathryn L. Lynch, "'What Hands Are Here?'" The Hand as Generative Symbol in *Macbeth*, *The Review of English Studies*, 39.153 (1988), 29-38 (p.32).



If the list includes more than one work by the same author, list them in alphabetical order of title, ignoring initial definite or indefinite articles. For each source after the first, substitute the author's name with a long dash, for example:

Scott, Sir Walter, *The Heart of Midlothian*, ed. by Claire Lamont (Oxford: Oxford University Press, 1982)  
—, *Waverley: Or, 'tis Sixty Years Since*, ed. by Claire Lamont (Oxford: Oxford University Press, 1986)

## 9. How do I calculate my word count?

When writing an essay or a dissertation for English or Drama, you will usually need to provide a word count. Note that the allowed word length does not include abstract, footnotes/endnotes, bibliography and any appendices but it does include quotations used in the body of the text.

**Tips:** To calculate the word count without including the bibliography, highlight the relevant text to be counted.

To check your word count in **Word 2010**, click on 'Review' and 'Word count'. A dialog box will open allowing you to choose whether to include footnotes and endnotes.

In **Word for Mac 2011**, click on 'Tools' and select 'Word Count'. The default is to include text in footnotes and endnotes – un-tick the option 'Include footnotes and endnotes' to change this.

## Example bibliography of sources used in Part II

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