<div align="center">**Referencing Notes**</div>

For all publications in the eBook series published by The Inter-Disciplinary Press and in the hard copy series published by Rodopi, please use the Oxford system of referencing.

1. The System
The Oxford system of referencing is based on the *Style Manual for Authors, Editors and Printers*, 6th edn, 2002.

It is a simple documentary style system consisting of 3 elements:

1.   citations in the main body of the text, using a superscript (raised) number, generally at the end of a sentence

2.   a list of endnotes at the end of a paper/chapter for all citations which appear in that paper/chapter (footnotes are not permissible for our publications).

3.   a bibliography at the end of the paper/chapter giving the details of each source referred to and possibly other materials consulted in preparing the paper/chapter.

2. How It Works
Superscript numbers with corresponding endnotes should be used whenever information or ideas from sources are discussed. Sources such as books, journals, reports, newspapers, interviews, radio, television and information from the Internet must be acknowledged in text and detailed in footnotes.

When summarising or paraphrasing material from a source, superscript numbers are placed at the end of a sentence or clause rather than immediately after the words to which they refer. When quoting word for word from a source, superscript numbers should always be placed immediately after direct quotes.

Summarising Example.
Joe Bloggs notes that Cerberus, in ancient Greek mythology, is a three headed dog who guards the gates of the underworld.[1]

Direct Quote Example.
This is how a direct quote would appear:

Joe Bloggs notes, 'Cerberus, the mythical three-headed beast guarding the entrance to Hades and the underworld, is said to be sent to sleep by the music of a harp.'[1]

If a quote is more than about 30 words long, omit the quotation marks, start the quote on a new line and indent the quote about 1 cm from the left-hand margin of the page and 1 cm from the right hand margin of the page.

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3. Formatting Endnotes
The First Note for a Source

You should provide full bibliographic information. This includes:

a) author(s) initial(s) and surname(s)
b) name of the article, book or journal
c) editors (if applicable)
d) publisher name and location
e) year published
f) exact page numbers if your reference is a direct quotation, a paraphrase, an idea, or is otherwise directly drawn from the source

1.   J Bloggs, 'Cerberus the Three-Headed Dog' in J Doe and R Thor (eds), *Making Sense of Mythology*, Penguin, London, 2006, p. 155.

* Titles of publications should be italicised.
* Article titles should be enclosed between single quotation marks.
* Use commas to separate each item of the citation and end with a full stop.

Second & Subsequent Notes
Second and subsequent references to the same source don't need to be as detailed as the first note—they just need the minimum information to clearly indicate which text is being referred to.

With a Single Author
Provide all the necessary information in the first note. If you want to refer to the same source again, a simple method is to give the author's name, the year of publication and the page number. For example:

1   J Bloggs, *Even More Mythical Beasts*, Inter-Disciplinary Press, Oxford, 1996, p. 87.
2   J Dante, *What is this Mythical Beasts Nonsense?*, Rodopi, Amsterdam, 1997, p45.
3   Bloggs, p. 98.

If two or more works by the same author are referred to in the text, include the title:

1   J Bloggs, *Even More Mythical Beasts*, Inter-Disciplinary Press, Oxford, 1996, p. 87.
2   J Bloggs, *Why Mthyical Beasts Cannot be Considered Nonsense*, Rodopi, Amsterdam, 1998, p. 67.
3   Bloggs, *Even More Mythical Beasts*, p. 222.

Another way to shorten second or subsequent references is with Latin abbreviations. For example:

ibid = same as last entry
Use ibid when two references in a row are from the same source.

op. cit.= as previously cited
Use op. cit. when you have already given full details of that source in an earlier note. When using

op. cit. you still need to provide information such as the author's name to make the source clear. These abbreviations should be in lowercase, even when they appear at the beginning of a note.

Examples

11 J Bloggs, *Even More Mythical Beasts*, Inter-Disciplinary Press, Oxford, 1996, p. 87.
12 ibid., p. 26.
13 J Dante, *What is this Mythical Beasts Nonsense?*, Rodopi, Amsterdam, 1997, p45.
14 Dante, op. cit., p. 147.

4. Using Different Sources
Book
List information in the following order:

1. author's surname(s) and initial(s)
2. title of book (underlined or italicised)
3. publisher
4. place of publication
5. year of publication
6. page number(s)

1   J Bloggs, *Even More Mythical Beasts*, Inter-Disciplinary Press, Oxford, 1996, p. 87.

Article/Chapter in a Book Collection
List information in the following order:

1. author's surname(s) and initial(s)
2. title of article (between single quotation marks)
3. title of book (underlined or italicised)
4. publisher
5. place of publication
6. year of publication
7. page number(s)

2   J Dante, 'The Nonsense of Mythical Beasties', in *The Ancients are Turning in their Graves*, J. Thor & A. Zeus (eds), Academic Press, London, 1976, pp. 6-7.

Journal Article
List information in the following order:

1. author's surname(s) and initial(s)
2. title of article (between single quotation marks)
3. title of journal or periodical (underlined or italicised)
4. volume number
5. issue number
6. month of publication (if applicable)
7. year of publication
8. page number(s)

3   R Fisher, 'Time to Put an End to the Mythology of Beasts'. *Beasties*, vol. 48, August 1994, pp. 99-103.

Electronic Source
A. Website

1. author
2. name & place of sponsor of site
3. date site was created or updated
4. date of viewing
5. URL

A Document within a Website

1. author/editor
2. title
3. name of sponsor of site
4. last date site updated
5. date of viewing
6. URL

Emails
These are cited the same as for personal communications

Electronic Mail Lists
This includes Electronic mailing lists, Usenet Groups & Bulletin Boards

1. author
2. author's identifying details (eg.email address)
3. description of posting
4. name of list owner
5. date of posting
6. date of viewing
7. URL

CD_ROMS
These are cited the same as for Film, Video TV and Radio recordings

4   E van Bruckhuisen, 'I'm Not Publishing this Anymore – Get a Life', in *Publishing's Future Review*, March-April 2005, viewed on 14 April 2006, <htttp://www.seedydive.net/Myth/archive/Issue-April- 2005/beasties.html>.

5. Bibliography
Even though full bibliographic information is given in the endnote references, you are required to provide a separate list of the works you have cited.

A bibliographic entry requires the same information as a footnote entry, but with two main differences:

1. The author's surname is placed before their initial, as sources are listed in alphabetical order by author surname.
2. Certain elements are separated with full stops instead of commas.

Examples
Book

Bloggs, J., *Even More Mythical Beasties*. Inter-Disciplinary Press, Oxford, 1996.

Journal Article
Dante, J., 'Nonsensical Beasties'. *The Ancients Review*, vol. 48, August 1998, pp. 99-103.

For further help, see pp. 208-215 of the *Style Manual for Authors, Editors and Printers*, 6th edn, 2002.

I am deeply indebted to two extremely valuable sources for assistance in putting this document together.

Deakin University's excellent guide to the various referencing systems available is particularly good in dealing with the Oxford system.
http://www.deakin.edu.au/studentlife/academic-skills/undergraduate/handouts/oxford-docnote.php

University of New South Wales also has very clear guidelines for using the Oxford system with clear step-by-step examples.
http://www.lc.unsw.edu.au/onlib/refbib.html

Rob Fisher
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