

FLINDERS UNIVERSITY
FACULTY OF SOCIAL SCIENCES

SCHOOL OF POLITICAL AND
INTERNATIONAL STUDIES

HOW TO FOOTNOTE CORRECTLY LAY OUT YOUR BIBLIOGRAPHY AND WRITE A GREAT ESSAY



WHY YOU SHOULD READ THIS GUIDE

Essay writing will occupy a large part of your time as a student because most of the marks relate to your essay work – usually about two thirds [the rest being an exam].

Tutors mark essays and they look for 2 main things:

- 1) an argument that is your own based on your own research and reading; **and**
- 2) correct technique, namely, your footnotes tell the reader where information is being drawn from.

The big difference between an essay at school and an essay at University is that we require evidence of your research. This evidence is shown in your footnotes and in the research sources – books, journal articles, newspaper and other media material, and internet material – you draw on.

Since footnoting and the layout of a bibliography of the research sources you draw on are so important, we begin this guide with two sections:

- 1) *How to Footnote Correctly*; and
- 2) *Laying Out Your Bibliography*.

We then provide some guidance on essay writing – how to compose an essay, essay length and presentation, and where to seek further information – in the section:

- 3) *Tips on How to Write a Great Essay*.

Most first level topics devote a lecture to explaining all this in more detail and you are encouraged to always ask your tutor when in doubt.

HOW TO FOOTNOTE CORRECTLY

- Footnoting is a necessary part of essay writing – it is about YOU giving due recognition to an author whose work is now helping you answer the essay question.
- Footnoting is an essential component of any essay written at University level – marks are deducted for not getting it right.
- At the end of your essay you must include a bibliography of all the sources used [ie those sources cited in footnotes] to make your argument.

*Always remember that presenting **your own argument** is the aim of essay writing for students enrolled in topics taught by the School of Political and International Studies.*

Footnotes are used to provide the exact source for information, opinions and direct quotations which are taken from the various readings you consult when researching an answer to the essay question you've chosen to tackle.

It is *necessary* to provide footnotes in the following circumstances:

- where you use a direct quotation;
- where you are not directly quoting but where you are using, in your own words, someone else's ideas;
- to provide the source for information that is not common knowledge;
- where you are discussing or criticising the argument of another writer.

Footnotes *may* also be used to qualify or add to the discussion in the text of the essay. This is mainly relevant to upper level students, and especially honours and post-graduate students.

Footnotes also serve the purpose of showing the reader where worthwhile ideas are found but ones that you don't have time to discuss because the essay word limit does not leave sufficient space for further discussion. This is one way you can impress the reader by showing the scope and depth of your reading.

GETTING THE BALANCE RIGHT

It is important to recognise that you are NOT being asked to trace back where every first thought for your essay answer came from.

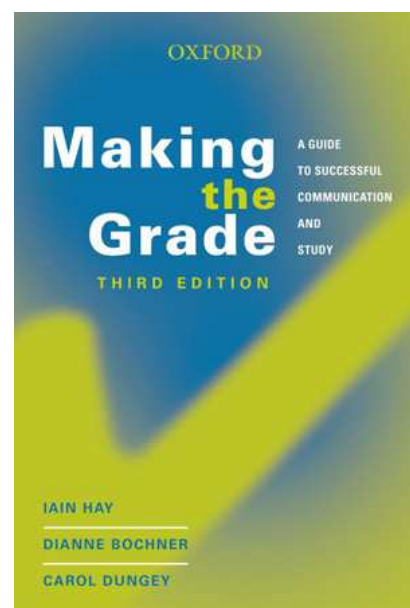
You need to use some discrimination and strive to strike a balance in the use of footnotes.

You do not need to give references for well known facts about which there is no dispute. Essays can be over-documented as well as under-documented. In essence you need to think like this – 'If I was the author, would I think I deserve to be given due recognition by the essay writer for having helped her develop this point'.

So it is a judgement call, but it is one you need to make, most of the time, a few times in each and every paragraph you write. Yes, there will be times when a whole paragraph goes by without a footnote because that paragraph is entirely your own viewpoint that cannot readily be traced back to having been informed by authors X, Y and Z.

The following rules have been adopted for essays written for the School of Political and International Studies. These rules are consistent with "The Numerical System" set out in the following highly-recommended book (written here at Flinders University):

Making The Grade
By Iain Hay, Dianne Bochner and
Carol Dungey South Melbourne, Vic. Oxford
University Press



FIRST REFERENCE TO ITEMS

The first reference to a work must give *all* the information necessary to identify it.

• First reference to a BOOK

The following information should be given, in the order shown.

- ◇ Author's name
- ◇ The title of the book underlined or in italics
- ◇ The edition number if it is not the first
- ◇ Publisher and place and year of publication
- ◇ Page number or numbers of the quotation or specific reference.

Examples

M. Kelton, *More than an Ally: Contemporary Australia-US Relations*, Ashgate, Aldershot, 2008. p. 55.

G. Crowder, *Isaiah Berlin: Liberty and Pluralism*, Cambridge, Polity, 2004. p. 135.

If there are two or three authors give their names in the order shown in the title page:

Example

M. Barr and Z. Skrbis, *Constructing Singapore: Elitism, Ethnicity and the Nation Building Project*, Copenhagen: Nordic Institute of Asian Studies Press, 2008. p. 44.

If there are more than three authors the following form should be used:

Example

B.L. Smith *et al.*, *Political Research Methods*, Houghton Mifflin, Boston, 1976.

First reference to a CHAPTER IN AN EDITED COLLECTION

It is important when giving a reference from an edited collection **not to confuse the works of the various authors with that of the editors**. It is crucial that you indicate to which *author and chapter* you are referring. The following information should be provided:

- ◇ Author's name
- ◇ Title of chapter in quotation marks
- ◇ Name of editor or editors
- ◇ Title of book underlined or in italics
- ◇ The edition number if it is not the first
- ◇ Publisher and place and date of publication.
- ◇ Page number(s) of the reference.

Examples

J. Robbins, 'Indigenous Issues', in J. Spoehr (ed.) *The State of South Australia*, Wakefield Press, Adelaide, 2005. p. 80

G. Anderson, 'Executive Government', in A. Parkin, J. Summers and D. Woodward (eds) *Government, Politics, Power and Policy in Australia*, 8th ed. Longman Pearson, Frenchs Forest, 2006. p. 96.

• First reference to an ARTICLE IN A PERIODICAL or JOURNAL

The first reference to an article should include the following information:

- ◇ Author's name
- ◇ The full title of the article in quotation marks
- ◇ The name of the journal underlined or in italics
- ◇ The volume, number, and the year of publication.
- ◇ Page number or numbers of the quotation or specific reference.

Examples

A. Langlois, 'Human Rights Without Democracy? A Critique of the Separationist Thesis', *Human Rights Quarterly*, vol 25, 2003, p. 990.

H. Manning and A. O'Neil, 'Australia's Nuclear Horizon: Moving Beyond the Drumbeat of Risk Inflation', *Australian Journal of Political Science*, vol. 42, no. 4, 2007. p. 563.

• First reference to a NEWSPAPER ARTICLE

Where the reference is a substantial feature article with a clearly-identified author, follow the model of 'article in a periodical' but use the precise date rather than the volume/number system. Where the reference is to a general news item, then simply note the name of the newspaper and the date.

Examples

H. Manning, 'Selling Australia's Uranium - We Join Nuclear World', *Herald Sun*, 4 April 2006.
The Age, 8 June 2008.

• First reference to an INTERNET SOURCE

Advice – restrict web based research to QUALITY websites, ie. archived speeches and reports, Government departments or non-Government Organisations [NGO] rather than blog or propaganda sites. If using the web to find articles published in peer reviewed academic journals you

give the footnoting details as outlined above under 'Periodicals and Journals'.

Steps –

- 1) Initial and Surname or other, such as a Government Department/ NGO/
- 2) Title of item in single quotation marks'
- 3) *Title of complete resource/website in italics*,
- 4) Publication details as appropriate <URL in angle brackets>
- 5) Date you accessed the website in [square brackets]

Examples

J. Baulderstone, J, 'I know that I am not alone': Evaluation of the Southern Housing Round Table Integrated Service Delivery Project', Southern Housing Round Table, <<http://www2.familiesandcommunities.sa.gov.au/hrt/Portals/0/SHRT%20Integrated%20Service%20Delivery%20Evaluation%20Report%202008.pdf>>. [Accessed 23 December 2008].

Department of Climate Change, 'Fact Sheets: Impacts of Climate Change', *Carbon Pollution Reduction Scheme: Australia's Low Pollution Future: White Paper 15 December 2008*, <<http://www.climatechange.gov.au/whitepaper/factsheets/pubs/001-impacts-of-climate-change.pdf>>. [Accessed 18 December 2008].

• Various complications

A later reprint of a work

Where reference is made to a later reprint of a work, the original date of publication should be given in square brackets.

Example

W. Bagehot, *The English Constitution* [1867], Oxford University Press, London, 1961, p. 119.

An introduction

Example

C.B. Macpherson, 'Introduction', to T. Hobbes, *Leviathan* [1651], Penguin, Harmondsworth, 1968, p. 47.

◇ References not taken from their original source

Example

J. Quick and R.R. Garran, *Annotated Constitution of the Australian Commonwealth*, Sydney, 1901, pp. 131-2. Quoted by C. Howard and C. Saunders, 'The Blocking of the Budget and Dismissal of the Government' in G. Evans (ed.), *Labor and the Constitution 1972-1975*, Heinemann, Melbourne, 1977, p. 253.

Second and subsequent reference to items

Second references to books, chapters and articles **should be abbreviated**, but should provide sufficient detail to clearly identify the items being referred to. In the case where two or more works by the same author are being used, you need to ensure that enough detail is provided so that it is clear which work by that author is being referred to. (This system of referencing does NOT use Latin abbreviations like *op.cit.* or *loc.cit.*).

Examples

A. Langlois, 'Human Rights : the Globalisation and Fragmentation of Moral Discourse', *Review of International Studies*, vol. 28, no. 3, 2002, p. 485.

M. Kelton, *More than an Ally: Contemporary Australia-US Relations*, Ashgate, Aldershot, 2008. p. 55.

Langlois, p. 482.

Kelton, p. 56.

A. Langlois, 'Human Rights Without Democracy? A Critique of the Separationist Thesis', *Human Rights Quarterly*, vol 25, 2003, p. 990.

Langlois, 'Human Rights Without Democracy', p. 989.

Kelton, p. 55.

Langlois, 'Human Rights: the Globalisation', p. 484.

LAYING OUT YOUR BIBLIOGRAPHY

The bibliography is a list (arranged in alphabetical order using authors' surnames) of all sources *referred to* in the essay. Do not include sources that you have read but to which you have not referred. The bibliography should normally be divided into sections, e.g.:

- Books
- Chapters in edited collections
- Periodical articles
- Newspapers
- Other sources

Do NOT number the items in the bibliography.
Provide the following information:

• Books

- ◇ Author's name (surname first, then initial)
- ◇ The full title of the book, as it appears on the title page, underlined or in italics
- ◇ The editor and/or translator (if any)
- ◇ The number of the edition, if you use any but the first or a subsequent reprint of it
- ◇ The name of the publisher
- ◇ The place of publication
- ◇ The date of publication
- ◇ The number or the edition of volume, if only part of a set has been used

Examples

Corcoran- Nantes, Y., *Lost Voices: Central Asian Women Confronting Transition*, Zed Books. London, 2005

Sulistiyanto, P., *Thailand, Indonesia and Burma in Comparative Perspective*, Aldershot, Hampshire, Eng, 2002.

MacIntyre, J., *Critical Systems Praxis: Participatory Governance for Social and Environmental Justice*, Academic / Plenum Publishers, New York, Kluwer, 2003.

• Chapters in Edited Books:

- ◇ Author's name (surname first, then initial)
- ◇ Full title of chapter in quotation marks
- ◇ Editor's name
- ◇ Title of book underlined or in italics
- ◇ The number of the edition if not the first
- ◇ Publisher and place and year of publication
- ◇ Pages occupied by the chapter

Examples

Debats, D., 'The Politics of German

Americans: Three Case Studies from an Industrial Age,' in W. Helbich and Walter D. Kamphoefner (eds), *German-American Immigration and Ethnicity in Comparative Perspective*, Madison, MaxKade Institute for German-American Studies, 2004, pp. 171-220.

Arthurson, K and L. Orchard., 'Housing', in J. Spoehr (ed.), *State of South Australia 2004*, Wakefield Press, Adelaide, 2005. pp. 214-227.

Parkin, A., 'South Australia' in C. Sharman and J. Moon, (eds.), *Australian Politics: The Commonwealth, the States and the Territories*, Cambridge University Press, New York, 2003.

Alhuwalia, P and M. Sullivan., 'Edward Said and the World', in R. Crawford, and D. Jarvis, (eds.), *International Relations: Still an American Social Science?*, New York, State University of New York (SUNY) Press, 2000, pp. 349-369.

• Articles Published in Periodicals:

- ◇ Author's name (surname first, then initial)
- ◇ The full title of the article, in quotation marks
- ◇ The name of the journal, underlined or in italics
- ◇ The volume number
- ◇ The year(s) of the volume
- ◇ The pages occupied by the article

Examples

Lyons, T., 'Africa at the "Edge" of Globalisation', in *The Australasian Review of African Studies*, vol. 24, no.2, 2002. p. 38.

Pye, G., 'Cuban Prospects in the 1990s', *Current Affairs Bulletin*, vol, 69, no. 8, 1993, pp. 18-26.

Manning, H., 'Political Chronicle – South Australia January-June 2008', *Australian Journal of Politics & History*, vol 54, no. 4, December 2008 pp. 640-646.

• Newspapers

List under the name of the author any newspaper articles to which you have referred. The list can include both hardcopy or Web-based newspapers (in the latter case, the full URL and date consulted must be included).

Examples

Manne, R., 'Australia and its Refugee Crisis', *Sydney Morning Herald*, 13 May 2000.

Walzer, M. 'Our Options in Afghanistan', *The New York Times on the Web*, 2 October 2000, <<http://www.nytimes.com/>>, consulted 4 October 2000.

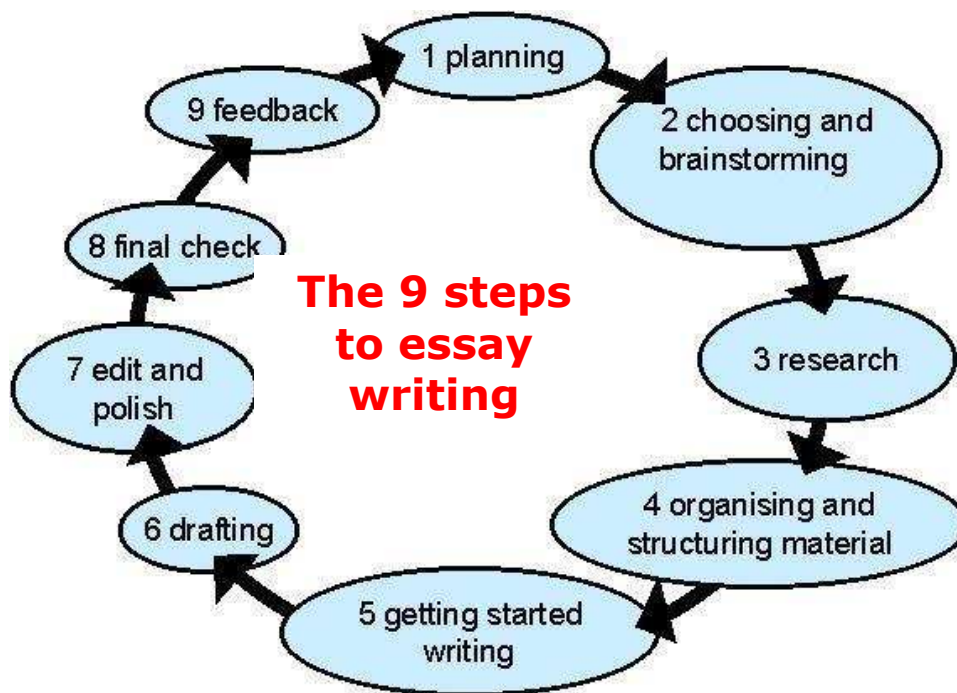
- **Other Sources**

For sources such as Web-derived or database-derived documents, try as far as possible to replicate the information provided in an appropriate example above, i.e. where possible indicate the author, title, place of publication, date of publication, etc. Provide information about the URL location and the date consulted in the case of Web sources.

Example

Rudd, K, 'Introduction to a Carbon Pollution Reduction Scheme, Speech, *Australian Prime Minister's Website*, 15 December 2008. http://www.pm.gov.au/media/Speech/2008/speech_0700.cfm [Consulted 27 January 2009]

TIPS ON HOW TO WRITE A GREAT ESSAY



All topics in the School of Political and International Studies require written assignments to be prepared and submitted as part or all of the assessment for the topic. Such assignments vary from shorter essays in first-level topics to 3000 TO 6,000-word research papers in upper levels and Honours level topics. For convenience, all of these written assignments are referred to in this document as 'essays'. The nature and focus of essays may vary but there is one common aspect: the need for correct presentation and referencing AND you should aim to present your own argument.

WRITING

Composition

- Your essay should be a scholarly exposition, incorporating an argument and supported by evidence. It should be based on facts and reason, not emotions and prejudices. It should be internally consistent, have a structured theme, be clearly introduced, developed logically, and lead to a clearly-stated conclusion.
- Express the argument *in your own words*. It may be appropriate to include occasional brief direct quotations, clearly indicated as such by quotation marks or indentation (see below), but otherwise the essay must be in your own words. 'In your own words' does *not* mean closely paraphrasing source material. It *does* require acknowledging the sources of ideas and facts that support your argument. A long series of strung-together quotations, even if properly acknowledged, is not a good practice.

- The argument and evidence should be *relevant* to the set question. Try to avoid being distracted by side-issues. The awareness that there are side-issues can be a sign of intelligent reading, but the ability to show awareness of them without being distracted by them is a sign of intelligent writing.
- The argument should be consistent, and the language used should be clear, grammatical and precise. Your reader should always know what you are trying to say, how you are saying it, and why you think there is evidence or logic for saying it.
- Good essays are a product of successive drafts. The final submitted essay should be a finished piece of work, not a mere first draft.
- Note forms and abbreviations normally have no place in an essay *unless* the topic convener has explicitly endorsed it (e.g. in cases where the written assignment is intended as a 'professional skill-development' paper or report where notes are part of the exercise).
- The best essays are well-structured, well-researched, well-argued (and aware of counter-arguments), clear in style, interesting and, if possible, original.
- NEVER use another author's words, sentences or phrases making out that they are your words. You must always use quotation marks whenever you use another person's words, including any words taken from a lecture. Penalties apply to students caught for failing to meet the required standards of practice and note that when handing in your essay you are required to sign a cover sheet saying the work you submit is your own work.

Length and Presentation

- Essays should conform to the word-length specified by the topic convener.
- Essays must be presented on one side of the page only.
- Essays should be word-processed or typed (double-spaced on blank paper) if at all possible. Use 12-point text in a readable font like Times. Do not use a mixture of fonts.
- There should be a healthy margin (at least 3½ centimetres) on the left-hand side.
- Direct quotations of a few words should be included in quotation marks: “quote quote quote quote”.
- Direct quotations longer than one sentence or two lines should be inset one centimetre from the main body of the essay text, single-spaced without quotation marks, in a smaller font size:

Quote quote quote quote quote quote
quote quote quote quote quote quote
quote quote quote quote. Quote quote
quote quote quote quote quote quote
quote quote quote quote quote quote
quote quote quote quote quote quote
quote quote quote quote quote quote
quote quote quote quote quote quote
quote quote .

- References in the essay should be given by means of numbered footnotes. In the text of the essay, the reference number should follow immediately the word or passage to which it refers. It should be superscripted, i.e. raised above the line. (There is a superscript footnote feature in most word-processing software). The text of the footnote should, if possible, be located at the foot of the relevant page, not as an endnote. For the method of citation, see the earlier section *How to Footnote Correctly*.
- At the end of the essay you must provide a bibliography listing all the sources referred to in your essay. For the method of listing references in the bibliography, see the earlier section *Laying Out Your Bibliography*.
- Essays must be submitted on or before the time stated. Penalties may be imposed for late submission unless prior permission has been given.
- To the outside of your essay you must attach the Faculty's Assignment Cover Sheet.

Further information

If you wish to cite material which is not covered in the examples given above, consult the *Style Manual for Authors, Editors and Printers* (latest edition) Australian Government Publishing Service, Canberra. If you are in doubt, give as full a description as

possible, remembering that your purpose is to enable the reader to identify the source as quickly as possible.

The best source of information on how to write a great essay is your tutor!

Tutors are employed to help students and set aside time for student consultation which you should use if you feel unsure as to how to approach tackling an essay question.