

SCHOOL OF POLITICAL AND INTERNATIONAL  
STUDIES

GUIDE TO ESSAY-WRITING AND REFERENCES

INTRODUCTION

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 6,000-word research papers in Honours 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.

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.



Footnotes *may* also be used to qualify or add to the discussion in the text of the essay. In this way, worthwhile material can be included which might otherwise disrupt and distract from the central argument in the text. Footnotes of this sort should be used sparingly and should not be used as a device to overcome the difficulty of stating the argument within the prescribed word-length.

It is necessary to use some discrimination and 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.

**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):

I. Hay, D. Bochner and C. Dungey, *Making the Grade: A Guide to Successful Communication and Study*, Oxford University Press, Melbourne, 1997.

### *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**

1. S. Encel, *Cabinet Government in Australia*, Melbourne University Press, Melbourne, 1962, p. 41.
2. L.F. Crisp, *Australian National Government*, 4th edn., Longman Cheshire, Melbourne, 1978, pp. 147-9.

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

#### **Example**

3. R. Hetherington and R.L. Reid, *The South Australian Elections 1959*, Rigby, Adelaide, 1962.

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

#### **Example**

4. 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**

1. J. Blewett, 'The Abortion Law Reform Association in South Australia 1968-73' in J. Mercer (ed.), *The Other Half*, Penguin, Ringwood, 1975, p. 380.
2. C.A. Hughes, 'The Polity' in A.F. Davies and S. Encel (eds.), *Australian Society*, 2nd edn., Cheshire, Melbourne, 1970, p. 228.

- **First reference to an ARTICLE IN A PERIODICAL**

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**

1. R. DeAngelis, 'Social Class and Political Partisanship', *Politics*, vol. 15 no. 1, 1980, p. 12.
2. M. McColl, 'The Mass Media and Industrial Relations News: A Case Study', *Journal of Industrial Relations*, vol. 10, no. 3, 1980, p. 431.

- **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**

1. R. Manne, 'Australia and its refugee crisis', *Sydney Morning Herald*, 13 May 2000.
2. *The Australian*, 8 June 1998.

- **First reference to an INTERNET/WEB SOURCE**

It is NOT acceptable to just provide a URL address (“http://www.etc.”) for Internet/Web sources. As far as possible, adapt an appropriate model from above. Most Web documents, for example, have an identified author and publisher, just like a printed document. Two *additional* pieces of information are required for Internet/Web references:

- ◇ the URL address;
- ◇ the date that you consulted the document (because Web-pages are notoriously transitory).

**Examples**

1. J. Howard, ‘Address to National Press Club’, 8 December 1999, *Speeches by Hon John Howard*, PM’s Media Centre, Department of Prime Minister and Cabinet, Canberra, <<http://www.pm.gov.au/media/pressrel/1999/pressclubr0812.htm>>, consulted 25 January 2000.
2. M. Walzer, ‘Our options in Afghanistan’, *The New York Times on the Web*, 2 October 2000, <<http://www.nytimes.com/>>, consulted 4 October 2000.

- **First reference to an ELECTRONIC DATABASE SOURCE**

It is NOT acceptable to just provide just the bare database details (e.g. “Fairfax CD-ROM”). As for Internet/Web sources, try as far as possible to adapt an appropriate model from above. Most archived documents in a data-base have an identified author and publisher, just like a printed document.

**Example**

1. K. Beazley, ‘Labor’s pathway ahead’, *Sydney Morning Herald*, 8 June 2000, archived in *Sydney Morning Herald and Good Weekend on CD-ROM*, January-December 2000, David Syme and Co., Sydney.

- **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 may 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**

1. C. Pateman, 'Political Obligation and Conceptual Analysis', *Political Studies*, vol. 21, no. 2, 1972, p. 220.
2. G.A. Almond and G.B. Powell, *Comparative Politics*, Little Brown, Boston, 1966, p. 80.
3. Pateman, p. 215.
4. Almond and Powell, pp. 85-87.
5. C. Tilly, 'War Making and State Making as Organised Crime' in P.B. Evans, D. Rueschemeyer and T. Skocpol (eds.), *Bringing the State Back In*, Cambridge University Press, Cambridge, 1985, p. 171.
6. C. Pateman, *Participation and Democratic Theory*, Cambridge University Press, Cambridge, 1970, p. 21.
7. Pateman, *Participation and Democratic Theory*, p. 21.
8. Pateman, 'Political Obligation', p. 200.
9. Tilly, p. 173.
10. Pateman, *Participation and Democratic Theory*, p. 35.

## ***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**

Key, V.O. Jnr., *Politics, Parties and Pressure Groups*, 5th edn., Cornell, New York, 1964.

Lenin, V.I., *Collected Works*, Foreign Language Publishing House, Moscow, 1950, Vol. VI.

Weber, M., *The Sociology of Religion* (translated E. Fishoff), Methuen, London, 1965.

- **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**

Encel, S., 'Class and Status' in A.F. Davies and S. Encel (eds.), *Australian Society: A Sociological Introduction*, 2nd edn., Cheshire, Melbourne, 1970, pp. 149-179.

Rydon, J., 'The Electoral System' in H. Mayer and H. Nelson (eds.), *Australian Politics: A Fourth Reader*, Longman Cheshire, Melbourne, 1976, pp. 412-414.

- **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**

Hannan, K. and Reglar, S., 'The Study of Chinese Politics in Australia', *Politics*, vol. 16, no. 2, 1981, pp. 292-302.

Mitchell, T.J., 'J.W. Wainwright: The Industrialisation of South Australia, 1935-40', *Australian Journal of Politics and History*, vol. 8, no. 1, 1962, pp. 27-40.

- **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**

Howard, J., 'Address to National Press Club', 8 December 1999, *PM's Media Centre: Speeches by Hon John Howard*, Department of Prime Minister and Cabinet, Canberra, <<http://www.pm.gov.au/media/pressrel/1999/pressclubr0812.htm>>, consulted 25 January 2000.

### ***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.