**Appendix E**

**Style Guide for Coursework**

**1. Introduction**

All coursework submitted must be formatted using the “Harvard style”, as described below. Failing to conform to these guidelines will result in lower marks for the “representation of sources” and “presentation” criteria of assessment (see section 4.9). Furthermore, inaccurate or incomplete references could be instances of plagiarism, a serious assessment offence (see sections 5.4, 5.5 and appendix D). For further help the QMUL Library’s module on research and referencing: <http://qmplus.qmul.ac.uk/course/view.php?id=4370>.

**2. General Format**

* All coursework must be word-processed.
* Use a clear font like Times New Roman or Arial in at least size 11.
* Type MUST be double-spaced throughout, with normal margins, to give markers space to add comments.
* The title must be written at the top of your work. It does not count towards the word limit.
* Paragraphs should be clearly separated, either by adding an empty line between them or indenting each paragraph’s first line (except the very first one).
* Acronyms must be spelled out in full on their first usage followed by the abbreviation in brackets, which may be used thereafter. E.g. “The North Atlantic Treaty Organisation (NATO)”.
* Do NOT use informal or colloquial terms, or contractions (e.g. don’t, isn’t) in formal academic writing. Equally, do not use fancy or complicated language merely to make your work “look better”. Write formally, but clearly and simply. For guidance, see George Orwell’s essay, “Politics and the English Language”: <http://www.orwell.ru/library/essays/politics/english/e_polit>.
* All sources cited in your work MUST be listed in the bibliography. Do not include works you have not cited in your bibliography.
* Pages must be numbered.
* Your work must always be accompanied by a completed coversheet. Ensure you correctly identify your student number and seminar tutor: this is critical for assigning the work to the correct marker. Your name should NEVER appear on assessed work to enable anonymised marking.
* ALWAYS proof-read your work before submission to remove typographical errors and ensure the presentation is fully consistent with this guide.

**3. Citations**

As stated in the guidance on plagiarism (sections 5.4, 5.5), all of the words and ideas contained in your coursework must either be: (a) your own, or (b) someone else’s, in which case a citation to the original source is ESSENTIAL. See sections 5.4 and 5.5, and Appendix D, for guidance on when you need to cite sources.

Whenever you use an idea or a quotation from another author, you MUST ALWAYS insert an in-text citation, REGARDLESS OF THE TYPE OF SOURCE. This includes websites. Every citation must identify: a) the author; b) the year of the publication; and c) where available/applicable, the page number. This is called the “Harvard” system of referencing. The format should always be as follows: (Author, Year: Pages). The pages you cite should be those that contain the ideas, information or text you are using. You do not need to include page numbers if you wish to cite the entire source.

For example, say you want to quote a sentence from page 167 of Andrew Heywood’s book, *Political Ideas and Concepts: An Introduction*, published in 1994. You would do this is as follows:

“The term democracy and the classical conception of democratic rule are firmly rooted in Ancient Greece” (Heywood, 1994: 167).

Note that the in-text citation ALWAYS comes BEFORE punctuation (here, the full stop), NOT after it; nor is there an extra full stop before the citation. Also note the citation is ALWAYS in-text, NOT in a footnote.

You can also insert the citation next to the name of the author in your text, and omit their name in your citation:

As Heywood (1994: 167) notes, “democracy and the classical conception of democratic rule are firmly rooted in Ancient Greece”.

You can abbreviate quotations by using an ellipse (…), and you can alter quotations to improve the flow by adding text in square brackets [ ], though take care that by so doing you do not misrepresent the source. E.g.:

As is well known, the idea of “democracy… [is] firmly rooted in Ancient Greece” (Heywood, 1994: 167).

If you need to cite several pages, you can separate numbers with commas, e.g. (Heywood, 1994: 123, 89). To indicate a range of pages, use a hyphen, e.g. (Heywood, 1994: 123-133).

Regardless of whether the source is a book, journal article, webpage or whatever, the format is ALWAYS the same: Author, Year: Page(s). If a work lacks a clear author, use the term “Anonymous”. If there is no year, use “n.d.” (no date). If page numbers do not exist, e.g. on a webpage, you may omit them.

If you quote directly from a source, you must ALWAYS surround the quoted text using quotation marks: “like this”. Failing to do so is technical plagiarism, even if you include a citation!

ALWAYS use double quotation marks (“ ”) to identify the start and end of quotations. Do NOT use “ ” and ‘ ’ interchangeably. Use single quotation marks ONLY to identify quotations *within* quotations. For example, we might want to quote a textbook by Smith that discusses and quotes the work of Thomas Hobbes. We might write:

In a state of anarchy, “Hobbes argued that life would be ‘solitary, poor, nasty, brutish, and short’, and many real-world examples like Somalia support this claim” (Smith, 2000: 11).

Here, the whole sentence from “Hobbes” to “claim” comes from Smith’s book, and so it is surrounded by “ ”. But Smith herself is also quoting from Hobbes – the ‘ ’ identifies that part. By using different quotation marks, we clearly identify which text is which.

If you want to directly quote an author whose work is cited by another author, you do so as follows:

Hobbes characterised life without government as “solitary, poor, nasty, brutish and short” (Hobbes 1651, cited in Smith, 2000: 11).

This tells your reader that *you* have *not* read the original source by Hobbes – you have only read it as quoted in a secondary source. Do not quote the original directly unless you have actually read that source.

Very occasionally, you may need to cite multiple texts by the same author, published in the same year. In this case, add a letter “a” to the year of the first citation, a “b” to the second, and so on. E.g.:

It is simple to cite authors who publish a lot of articles in one year (Smith, 2000a). You simply add letters to the year (Smith, 2000b). You can go on like this forever (Smith, 2000c).

In your bibliography, you will need to identify which source is a, b, c, etc, by adding the letter to the year there, too.

Even more rarely, you might need to cite different authors with identical surnames who have published work in the same year! In order to clarify which one you are citing, add the author’s first initial. For example, imagine two articles published in 2015 by Mark Smith and Jane Smith:

You would just add the initial of the author to make it clear which one you are citing (M. Smith, 2015: 1). Add a different initial for the second one (J. Smith, 2015: 59). If the year is different, you do not need to include the author’s initial (Smith 2000: 12).

**4. Footnotes**

Note that, as the name suggests, in-text citations should ALWAYS appear in the text itself; they should NOT be placed in footnotes. Footnotes should be used ONLY to provide additional information that is important to include, yet is somewhat peripheral and might interrupt the argumentative flow if included in the main body of the essay. For example, you might consider it important to identify the members of an international organisation, but adding a sentence on this would disrupt the flow of your argument. You could therefore put this information in a footnote. If a citation is required to support *what you write in the footnote*, you should add it in the normal way. This is the ONLY time in-text citations should appear in footnotes. E.g.:

The contribution of the Association of Southeast Asian Nations (ASEAN) to regional order is hotly disputed among realist and constructivist authors.1 While realists see ASEAN contributing little, with balance-of-power politics predominating, constructivists are more positive, citing processes of normative socialisation.

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1. ASEAN was founded in 1967 by Indonesia, Malaysia, Thailand, Singapore and the Philippines. Brunei joined in 1984, followed by Myanmar and Laos in 1997 and Cambodia in 1999 (Acharya, 2001: 59).

Footnotes are included in towards your word limit, so use them very sparingly! Do NOT use endnotes: they are inconvenient for the reader.

**5. Bibliography**

Every piece of assessed work MUST include a full bibliography listing ALL of the sources cited in your work, even if you have only cited one text. The purpose of the bibliography is to allow the reader to identify (and possibly consult) the work cited in your essay. It should therefore include ONLY those sources cited, not just a list of everything you have read. The bibliography is NOT included in the word count.

General Pointers:

* Different sources require different presentational formatting, but EVERY entry begins as follows:

Author Surname, Author First Name (Year)

* The bibliography should be sorted alphabetically according to author surname. If you have multiple sources by the same author, sort those according to year, starting with the earliest one.
* If you have cited multiple sources by the same author published in the same year, do not forget to add a letter to the year and ensure this matches your citations.
* The authors and editors for each item should be listed in the order given in the original source.
* If multiple places of publication are listed, just include the first one. Ensure you identify a CITY, not a county, state, country, etc.
* If data required is unavailable (which is rare), make that clear. E.g. if no author is identifiable, substitute “Anonymous”. If the date is not known, write “n.d.” (no date). If there are no page numbers, omit them.
* ALWAYS proof-read your bibliography prior to submission to ensure it conforms to the style guide below.

**Examples**

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| --- | --- | --- |
| **Publication Type** | **Format** | **Example** |
| **Books and Reports (Monographs)** | **Author Surname, Author First Name (Year) *Title*, edition (Place of Publication: Publisher).**  Note: Book/report titles are ALWAYS italicised. Page numbers/chapters are NOT included, even if you only read certain pages/chapters: because the book is a coherent whole, written entirely by one author or group, the ENTIRE book is the source. If the edition is not given by the source, exclude it. | Heywood, Andrew (1994) *Political Ideas and Concepts: An Introduction*, 1st edition(Basingstoke: Macmillan).  World Bank (2015) *The World Bank Annual Report 2015* (Washington, DC: World Bank). |
| **Chapters in Edited Books** | **Author Surname, Author First Name (Year) “Title of Chapter”, in Editor(s) (ed.)/ (eds.) *Title of Edited Book*, edition (Place of Publication: Publisher), Pages.**  Note: Unlike monographs, edited volumes contain several chapters by DIFFERENT authors on DIFFERENT topics. If you only cite the editors and book title, the reader cannot know exactly where you took ideas/ quotations from. Thus, you MUST give the FULL details of the specific part you have read and cited. Note that the book chapter is in quotation marks while the title of the edited volume as a whole is italicised. Use “ed.” for one editor, and “eds.” where there is more than one. | Koslowski, Rey and Wiener, Antje (2002) “Practising Democracy Transnationally”, in Ferguson, Yale H. and Jones, R.J. Barry (eds.) *Political Space: Frontiers of Change and Governance in a Globalizing World* (New York: SUNY Press), 281-296. |
| **Journal Articles** | **Author Surname, Author First Name (Year) “Title of Article”, *Journal Name* Volume-Number(Issue-Number): Pages.**  Note: As with chapters in edited volumes, the article title is in quotation marks while the volume in which it is contained (the name of the journal) is italicised. The logic is similar: journals are divided into volumes (one for each year), with volumes further subdivided into issues, and issues divided into separate articles by different authors. Again, the full information is required so the reader can locate the article you are actually citing. Note that you do NOT include details of the editor, publisher, etc. NEVER include a URL, even if you accessed the journal using the Internet. | Orbell, John M. and Rutherford, Brent M. (1973) “Can Leviathan Make the Life of Man Less Solitary, Poor, Nasty, Brutish and Short?”, *British Journal of Political Science* 3(4): 383-407. |
| **Newspapers** | **Author Surname, Author First Name (Year) “Title of Article”, *Newspaper Name*, Date of Publication.** | Hopkins, Katie (2015) “On the Art of Trolling”, *Daily Mail*, 2 February, 14. |
| **Webpages** | **Author Surname, Author First Name (Year) “Title of Webpage”, Name of Website, Date of Creation, accessed at URL, Date of Access.**  Because webpages can change, you must describe the date of the source itself AND report where and when you accessed it. Webpages vary hugely in quality and reliability and so should be used with discernment. E.g. never cite Wikipedia pages: since they are editable by anyone, they are unreliable. | Marcus, Jonathan (2014) “Pentagon Ex-Head Gates Criticises Obama’s Afghan Tactics”, BBC News, 8 January, accessed at <http://www.bbc.co.uk/news/uk-politics-34980504>, 2 December 2015. |
| **Official Documents** | **Author Surname, Author First Name (Year) “Title of Document”, Source of Document, Date of Document.**  Official documents (e.g. internal governmental or organisational documents found in archives), vary enormously. The key is to: include as full a reference as possible, such that anyone wishing to locate the item could do so; and present it in a format consistent with the rest of your bibliography. The relevant repository (e.g. the National Archive), will often provide helpful advice on how to cite their material. | Smith, John (1979) “Afghanistan: Soviet Troops Massing on Border”, Cable from the British Embassy in Moscow to the Foreign Office, FCO 17/450/1, 21 December. |

**Example Bibliography**

Heywood, Andrew (1994) *Political Ideas and Concepts: An Introduction*, 1st edition (Basingstoke: Macmillan).

Hopkins, Katie (2015) “On the Art of Trolling”, *Daily Mail*, 2 February, 14.

Koslowski, Rey and Wiener, Antje (2002) “Practising Democracy Transnationally”, in Ferguson, Yale H. and Jones, R.J. Barry (eds.) *Political Space: Frontiers of Change and Governance in a Globalizing World* (New York: SUNY Press), 281-296.

Marcus, Jonathan (2014a) “Pentagon Ex-Head Gates Criticises Obama’s Afghan Tactics”, BBC News, 8 January, accessed at http://www.bbc.co.uk/news/uk-politics-34980504, 2 December 2015.

Marcus, Jonathan (2014b) “An Example to Show Multiple Sources by the Same Author in the Same Year”, BBC News, 12 January, accessed at http://www.bbc.co.uk/madeupreference, 2 December 2015.

Orbell, John M. and Rutherford, Brent M. (1973) “Can Leviathan Make the Life of Man Less Solitary, Poor, Nasty, Brutish and Short?”, *British Journal of Political Science* 3(4): 383-407.

Smith, John (1979) “Afghanistan: Soviet Troops Massing on Border”, Cable from the British Embassy in Moscow to the Foreign Office, FCO 17/450/1, 21 December.

World Bank (2015) *The World Bank Annual Report 2015* (Washington, DC: World Bank).

**6. Reference Management Software**

The labour involved in presenting and formatting references and bibliographies can be reduced by using free reference management software like Mendeley (http://www.mendeley.com) and Zotero (http://www.zotero.org). These are cloud-based databases that store all your sources and have plug-ins for word processors that allow you to insert citations and will automatically write your bibliography. You can add reference data manually, and some programmes have a web-browser plug-in that allows you to add a reference (e.g. the webpage of a journal article) to your database with one click. See the websites of these applications for full details. They are quite user-friendly and time-saving. However, if you do use them, you MUST ensure that you select a citation and bibliography style consistent with the guidance above. Other styles are not acceptable; they often miss out key information or add irrelevant data like the word “Web” or “Print”. Likewise, ensure that all the correct information is given in full; sometimes, particularly if data is added automatically using the web plug-in, some key data may be missing. ALWAYS proof-read your work prior to submission to ensure it conforms to the style guide above.