

## **Extended Essays - A GUIDE TO REFERENCING YOUR WORK**

There are a number of possible ways to reference your work. The preferred style, and one which is very widely used currently in academic publications, is the Harvard system.

### **1) Page numbers**

- you should include page numbers in the following manner: (Hill, 1994 page 29)

### **2) Single Author Reference**

- in your essay: (Stewart 1986)
- in the references: Stewart, J. (1986) *The Making of the Primary School*, Milton Keynes, Open University Press.

### **3) Two Authors**

- in your essay: (Pollard & Tann 1987)
- in the references: Pollard, A. & Tann, S. (1987) *Reflective Teaching in the Primary School*, London, Cassell.
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### **4) Three or More Authors**

- in your essay: (Mortimore et al.1988)
- in the references: Mortimore, P., Sammons, P., Stoll, L., Lewis, D., & Ecob, R. (1988) *School Matters*, Wells, Open Books.

### **5) Single Author's Chapter in an Edited Book:**

- in your essay: (Acker 1987)
- in the references: Acker, S. (1987) 'Primary School Teaching as an Occupation' in Delamont, S.(ed.) *The Primary School Teacher*, Lewes, Falmer Press.

### **6) Internet - In the footnote the exact page url is enough.**

- Give with as much detail about the site in the References, including date accessed.
- Keep websites separate from books in references

## 7) Use *ibid* and *op cit* to avoid constant repetition

- The first time a work is mentioned the full reference may be given like this: (Smith, 1989, page 32)
- If there is another reference to the same book, *without another work being mentioned in between*, use: (ibid. page 68) - *ibid* simply means 'in the same place'
- If reference is made to a preceding work, but it is not the immediately preceding reference, *op.cit.* is used following the author's name: (Smith, *op.cit.*, page 25) – meaning, page 25 of 'the work' referred to previously'

## 8) At the end, list your references

In the references at the end of your piece of work list alphabetically all the sources to which you have referred, following these rules:

1. Single authored items for each author are listed before multiple authored items by the same person.
2. Within the single authored items and within the multiple authored section for each person the items are listed in date order.
3. Where an author has more than one item in any given year these should be distinguished by adding lower case letters after the year. (Nias 1984a) (Nias 1984b)

## Examples

- Krashen 1995 *Principles and Practice in Second language Acquisition*, New York, Prentice Hall
- Krashen, S D Long, M A & Scarcella R C 1979 Age, Rate & Eventual attainment in SLA, *TESOL Quarterly* 13 (4)
- Lambert 1967 *Children's Views of Foreign Peoples*, New York, Appleton
- Larsen-Freeman, Diane 1991, *Second Language Acquisition Research: Staking out the Territory* *TESOL Quarterly Vol 25 No 2*
- Larsen-Freeman, Diane & Long, Michael H, 1991 *An Introduction to Second Language Research*, London, Longman
- Lenneberg, E 1967, *Biological Foundations of Language*, New York, J Wiley