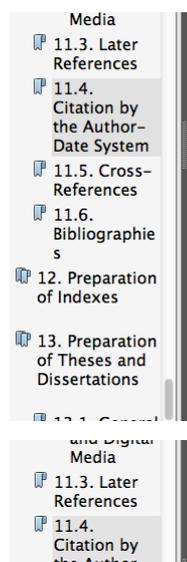


## Using the MHRA Guide

This information sheet is intended to help you navigate the relevant sections of the MHRA guide. It is very important that you read the following in conjunction with the 'References and Citations' section of the Undergraduate Programme Handbook.

### How do I reference quotations in the body of the text?

See section 11.4, pages 64-65 (extract reproduced below to illustrate)



References in the text should give in parentheses the surname of the author, the publication date of the work, and, where necessary, a page reference, e.g.:

Pidgins contrast with creoles, which are created when pidgins acquire native speakers (Crystal 1992: 302).

When the author's name is given in the text, it should not be repeated in the reference. In such cases, the reference either follows the name or, if this seems stylistically preferable, may come at some other point in the same sentence:

Smith (1977: 66) argues that [...]

Smith, who was known for his contentious views, replied (1977: 66) that [...]

Smith regards this interpretation as 'wholly unacceptable' (1977: 66).

### What do I use footnotes for?

Footnotes should only be used to offer additional information in relation to a point made in the main text (but remember that your argument itself needs to be elaborated in the main text).

### How do I reference works in a Bibliography, Filmography or Teleography?

Guidance on citing **television programmes** and **theatre performances** are given in the Undergraduate Programme Handbook in the 'References and citations' section, and are also available in the 'Changes to References and Citations' information sheet.

Section 11.4 of the MHRA Guide on pages 63-4 gives clear guidance on referencing **books, journal articles, press articles** (section extracted on the next page of this document).

Section 11.2.11 of the MHRA Guide on page 62 gives guidance on citing **films and recordings**, although you are not expected to provide the distributor in the case of a film citation.

### How do I reference websites?

Section 11.2.10.1-3 on pages 60-62 gives excellent advice on how to reference different types of internet sources in your Bibliography. **In the main text, give the author, date, and the page number as you would normally.** If a page number is not available, use a different location indicator,

such as a paragraph number (count the paragraphs yourself) or, in the case of an e-book, the 'percentage read' location.

Television programmes you have watched online but that have also been broadcast, or films you have watched online but that have also had a theatrical, DVD or broadcast release, should be referenced not as websites, but as films or television programmes.

**Extract from Section 11.4 of the MHRA Guide:**

or editor(s), followed by date of publication. The form recommended for use in MHRA publications is as in the following examples:

Crystal, David. 1992. *An Encyclopedic Dictionary of Language and Languages* (Oxford: Blackwell)

Macaulay, Donald (ed.). 1992. *The Celtic Languages* (Cambridge: Cambridge University Press)

Friedland, Jonathan. 2002. 'Across the Divide', *Guardian*, 15 January, section G2, pp. 10–11

Grady, Hugh. 2001. 'Falstaff: Subjectivity between the Carnival and the Aesthetic', *MLR*, 96: 609–23

In this last example, note the space between the colon and the page reference.

Where there are two or more authors, we recommend the pattern:

Ogden, C. K., and I. A. Richards

rather than 'Ogden, C. K. and I. A. Richards' or 'Ogden, C. K. and (or &) Richards, I. A.'. Editors should be referred to by the abbreviations '(ed.)' or '(eds)'. Note that some non-MHRA journals do not use quotation marks for article titles.

If the list includes more than one work by the same author, a long dash should be substituted for the name after the first appearance and works should be listed in date order, e.g.:

Posner, Rebecca. 1996. *The Romance Languages* (Cambridge: Cambridge University Press)

——— 1997. *Linguistic Change in French* (Oxford: Clarendon Press)

If two or more works by the same author(s) have the same publication date, they should be arranged in alphabetical order of title and distinguished by adding letters after the date (e.g. '1998a', '1998b').