

Referencing Guide for Architecture

The use of references in coursework for Architectural History and Theory, Urban Studies and Research Papers is one important factor considered during assessment. References have many functions: they justify statements of fact by showing what authority they come from; they help to place your arguments in a wider academic conversation; they tell the reader where to go for more information, or where to look to check the sources themselves and to decide whether they agree with your interpretation. In essay writing for assessment, references reveal your processes of research, assimilation and manipulation of source material. Referencing in some form is *compulsory* for essay writing, and not doing so can be considered as plagiarism – passing off your work as wholly original without acknowledging your debt to others.

When to Reference

A reference should always be placed *after* the material whose source is to be indicated by it. Usually a reference will be placed at the end of a sentence or paragraph. Quotations are always referenced at the end of the quotation, or if several quotes from one source are included over a paragraph, at the end of the last quote of a series. References should be used for all factual information taken from any written source, and for all arguments that are based on those of another author. If you need to refer to more than one work in one place, combine them all in one footnote or endnote, not in separate notes. References are not needed for anything that you have observed yourself, any interpretation or argument that you are making using material that you have referenced elsewhere, or any statements that might be considered general knowledge.

Reference Format

The most important rule about reference formatting is consistency in using one system. The choice of referencing system is up to you, but for courses in architectural humanities subjects we recommend footnotes or endnotes using our simplified version overleaf, or either of the Chicago Style or Modern Humanities Research Association (MHRA) standards. Referencing using the 'author-date system' (where references are in brackets within the text) is permitted, but can be inconvenient for unconventional sources such as unpublished material. Overleaf is a basic template for formatting footnotes for different types of source. A bibliography is *always* required in addition to references.

When inserting footnotes or endnotes into your writing, the most efficient method is to use the 'References' function in Microsoft Word, or whatever similar function is available in your preferred software. Word processors take care of numbering and positioning for you,

automatically updating the numbers if text is shifted or new notes inserted, though you must usually still write the reference itself in the correct format.

Referencing Template

The following template is a simplified version of the Chicago Style which we have created for ease of use in coursework. A guide to the full Chicago Style can be found online (search for "Chicago Style Quick Guide"), and also one for the similar MHRA Style (search for "MHRA Style Guide Download"; look up chapter 11). Take note of when italics are used; where brackets, commas and full stops are used, and how page numbers are written. In cases such as pamphlets or anonymous works where some information is lacking, it can just be omitted; in all other cases, be consistent and include all the information required.

First references to a work should take the *full* form; second and subsequent references should take the *short* form; the bibliography has its own form. Scanned printed sources found online (e.g. articles on JSTOR, books on archive.org) should be referenced as printed sources, not as websites; however, separately-created web editions of texts do need to be referenced as websites. Types of material not given here, such as works with multiple authors, dissertations, unpublished material, newspaper articles, and so on, all require referencing in specific formats which can be obtained online or adapted from these.

Books

Use for printed books and pamphlets, including ebooks or online scanned books, if they are also available in print.

Full form: author's name, *title in italics* (town: publisher, year), page numbers referred to.
James Fergusson, *History of the Modern Styles of Architecture* (London: Murray, 1873), 34-40.

Short form: author's surname, year, page numbers referred to.
Fergusson, 1873, 20-21.

Bibliography: author's surname, first name, *Title* (town: publisher, year)
Fergusson, James, *History of the Modern Styles of Architecture* (London: Murray, 1873)

Books of Essays by Different Authors

Full form: author's name, 'title of essay', in *book title*, ed. editor's name (town: publisher, year), page number referred to.

Richard Chafee, 'The Teaching of Architecture at the École des Beaux-Arts', in *The Architecture of the École des Beaux-Arts*, ed. Arthur Drexler (London: Secker and Warburg, 1977), 96-7.

Short form: author's surname, year, page number.
Chafee, 1977, 108.

Bibliography: author's surname, first name, 'title of essay', in *title of book*, ed. editor's name (town: publisher, year), page numbers for whole essay

Chafee, Richard, 'The Teaching of Architecture at the École des Beaux-Arts', in *The Architecture of the École des Beaux-Arts*, ed. Arthur Drexler (London: Secker and Warburg, 1977), 61-109

Articles in Journals

Use for academic journal articles, including scanned or electronic versions accessed through databases.

Full form: author's name, 'title of article', *title of journal* volume number (year), page numbers referred to.

W. R. Lethaby, 'The Earlier Temple of Artemis at Ephesus', *The Journal of Hellenic Studies* 37 (1917), 12.

Short form: author's surname, year, page numbers used

Lethaby, 1917, 10.

Bibliography: author's surname, first name, 'title of article', *title of journal* volume number (year), pages of whole article

Lethaby, W. R., 'The Earlier Temple of Artemis at Ephesus', *The Journal of Hellenic Studies* 37 (1917), 1-16

Websites

Note that if you are using an online article or ebook that is otherwise available in printed form, especially scans or digitised versions of printed items, such as those in JSTOR or other databases, use the format for articles or books rather than this one. If there is information required for the reference that is not available on the website, first look elsewhere on the site to see if it can be deduced (you might find dates and authors in 'About Us' or copyright sections, for example). If the information cannot be found, simply omit it from the reference.

Full form: author's name, 'title of website page', host institution or general website title, full date of web page creation, accessed full date, full web address of page used.

Sarah Ryan and Stephen Murray, 'Viollet-le-Duc, Eugène-Emmanuel', Mapping Gothic France, accessed 21 August 2014, <http://mappinggothic.org/person/265>.

Short form: depending on what information is available, shorten as for books or articles above if there is an author, or use the page title.

Ryan and Murray.

Bibliography: author's surname, first name (or creating institution's name), 'title of web page', host website or institution if not used at start, date of web page, accessed date, full web address

Ryan, Sarah and Stephen Murray, 'Viollet-le-Duc, Eugène-Emmanuel', Mapping Gothic France, accessed 21 August 2014, <http://mappinggothic.org/person/265>