**Guide to referencing and bibliography in coursework and exams 2023-24**

**Introduction: why should you reference your sources?**

Referencing your sources is an essential element of good academic writing, whether this is a supervision essay, coursework submitted for assessment, or essays written as part of an exam, and forms part of the criteria against which examiners will mark your work. References enable whoever is reading or marking your work to gauge the extent to which your own approach takes due account of relevant published scholarship; including them is the best way of protecting yourself from any suspicion of plagiarism. Referencing is necessary not only for quotations, but also for substantive ideas that you have borrowed or built upon.

Remember too that it is general academic good practice not to quote excessively often, nor at excessive length, from any single source, even if you reference it. Your essays should be your own framing of an answer drawing on several resources, never just a précis of an established scholar’s ideas. When referencing ideas or quotations from sources that are themselves quoting them from other sources, it is important to credit them indirectly via the source in which you found them.

**1. References and bibliography in coursework (including Part 1B Long Essay, Part II scheduled paper coursework, Part II Optional Dissertation)**

By 'coursework' we mean written work prepared at home and submitted for marking (as opposed to timed online or in-person exams, on which see below). It is essential that all such written work submitted for assessment contain proper referencing and bibliography.

A. Referencing

There are various recognized systems for academic referencing, and unless you have been instructed to use a specific one, then you are free to choose, ensuring that you use only one in a single piece of work and are consistent in its use.

Among the ones most commonly used (with downloadable guides) are [Chicago](https://www.chicagomanualofstyle.org/tools_citationguide.html), [MHRA](https://www.mhra.org.uk/style/11), and [MLA](https://owl.purdue.edu/owl/research_and_citation/mla_style/mla_formatting_and_style_guide/mla_general_format.html) style. You can also find details and guidance on each by consulting 'Cite them right': an online tool to which the University subscribes, here:

https://www.citethemrightonline.com/basics-of-referencing

Please note that citations downloaded directly from libraries or other websites are very likely not to meet recognized bibliographic standards, as they frequently include extraneous information or leave information out; any downloaded citations should therefore be checked against one of the academic referencing guides.

Please also note that the Faculty library runs training sessions, including for referencing, which you may find helpful; see here for the programme:

https://www.mmll.cam.ac.uk/library/library-teaching

B. Bibliography

All assessed coursework must comprise a Bibliography.

By ‘bibliography’ we mean the same thing as ‘references’ in linguistics: a list at the end of an essay giving details of the sources referred to in the text of the essay. We don’t expect you to include a bibliography of all the works that a person could possibly read on any particular subject.

N.B.: Bibliographies, footnotes, diagrams, tables, images, and other data not included in the body of the essay will ***not*** be tallied as part of the final word count. Quotations and in-text citations included within the body of the essay will be tallied toward the final word count. In Linguistics papers, where data from foreign languages is used only the data itself will be included in the word count; associated glosses and translations will be exempt.

**2. Referencing in Online examinations (currently concerns scheduled papers in Part II) and in-person examinations (currently concerns scheduled papers in Part I)**

Because you have less time in an exam context to chase up references and publication information—we want you to devote the available time to writing your essays—we do not expect you to provide the same level of detail as you would in a coursework submission. When referring to primary sources, it is generally not necessary to support quotations or statements with in-text references to the edition used and page or line number:

Karl Marx opens the *Communist Manifesto* with the famous declaration that ‘A spectre is haunting Europe’.

Gottfried von Strassburg states in the prologue to *Tristan* that ‘ir ist vil gewesen, die von Tristande hânt gelesen’.

With secondary literature, it is sufficient if you accompany any quotation or invocation of another person’s ideas and arguments with either the author’s name or the title of the work in parentheses. For example:

The radical reformers were ‘pious Christians seeking to live their faith’ (Baylor).

The notion that gender is performative is particularly associated with Judith Butler (*Gender Trouble*).

At the end of an exam essay, there is no need to provide a bibliography or list of sources that you referred to in the body of the essay.