

Practice Reflexions Styleguide

The Practice Reflexions E-journal adopts a consistent approach to formatting to which contributors are asked to conform when submitting papers:

- Title: 16 pt font bold, sentence case
- Author name: 14 point font, in capitals
- Abstract title: 14 pt font bold
- Abstract text: 12 point font, italics
- Key words: 12 point font, italics, bold
- Headings: 12 pt font bold
- Sub headings: 12 point font, italics
- Text: 12 point font
- Font type: Times New Roman
- Left align all text
- Do not underline anything, use italics
- Do not indent the first line of paragraphs.
- Leave one blank line between paragraphs and before and after sections headings
- Double spacing
- References: 12 point font, space between each reference.

Practice Reflexions uses a Harvard style referencing system. As with all similar systems it has two basic elements: in-text references (using authors' family names, dates of publication and page numbers) and a reference list at the end.

'In-Text' referencing is made up of the following details:

OPEN BRACKET;
Surname of author(s) SPACE;
Date of publication COLON;
page number(s); and
CLOSE BRACKET.

For example:

The 'in-text' reference should be presented in the following manner: (Jones 1995:345). Note there should never be any intervening material (apart from parenthesis) between the author and the date.

FULL referencing details of each source used should be placed in your reference list or bibliography.

When to cite references

To summarise, references should be cited in the circumstances listed below.

- (a) When quoting directly from a reference.
- (b) When summarising or paraphrasing from references.
- (c) When making a point which has been established by research.
- (d) When discussing competing views or arguments or when summarising a debate on a topic

References in the text

All references to books, articles, and other sources are to be identified at an appropriate point in the text by name of author, year of publication, and page number (within parentheses).

Some good general rules for referencing are provided by these examples:

- Reference to an individual author's *general argument* should be in the form of 'Jones (1982) argues that ...'.

- Reference to *more than one author* should be in the form of 'various authors have argued that ... (Jones 1982; Horne 1994)'.
- Reference to *specific page number(s)* should be in the form of 'Jones (1982:42) notes that ...'.

More specifically:

- (a) Where the author's name is in your text it should be followed immediately by the year of publication and page reference:
Connell (1982:35) has demonstrated the importance of families.
- (b) Where the author's name is not in your text, insert in brackets, at an appropriate point immediately following the quotation, paraphrase or reference, the family name(s), year of publication, and the page number:
Studies of gender roles in families have documented the changes that are occurring (Russell 1983:6-14).
- (c) Where two authors are involved cite both family names. Where more than two authors are involved, after the first citation (which should be in full) cite the family name of the first author followed by *et al.*:
Connell *et al.* (1982:13).
- (d) Separate multiple citations by semicolons:
Several studies of social stratification (Hiller 1974; Broom and Jones 1976) indicate that.....
- (e) Where you are referring to more than one source published by an author in the same year use letters (a, b, etc.) to distinguish between them:
Robinson (1994a, 1994b)
- (f) Where the source you are quoting from refers to other studies, cite the reference you have consulted, for example:
'Dahrendorf makes the point that a number of other writers following him have also made, at least by implication (Ossowski 1963, 1970; Bottomore 1979)' (Western 1983: 14).
- (g) When referring to an author quoted or referred to in another text, give date and page numbers from the text you have consulted, for example:
(Marx in Smith 1999:64)
- (h) When referring to a paper from a collection of readings, use the author's name, not the editors, to identify the source.
Robinson (1994b) **not** Furze and Stafford (1994).

When quoting directly, use three dots ... to denote an omission of words or square brackets [] to denote a change of case or the insertion of some of your own words into the sentence.

For example:

Sargent (1994:305) asserts '[t]he hesitation of working class people to actively participate [in action groups] has to be ... overcome'.

Reference list

The reference list, located at the end of the essay, should list alphabetically, by author's family name, all references cited in the text. Do not include references which you have read but not used. Here are some examples:

Generally speaking the following conventions should be followed:

Book

Author's surname, initial (year published), *Title of Book*. Place published, publishing company.

Book Chapter

Author's surname, initial (year published), 'title of chapter'. In editor/s Initials, surname/s, (ed or eds) *Title of Book*, Place published, publishing company.

Journal Article

Author's surname, initial (year published), 'title of article'. *Title of Journal*, volume number, month: page numbers.

Newspaper Article

Author's surname, initial, 'title of article'. *Name of Newspaper*, date and year, page(s).

For example:

- For reference to a book in your final list of references use the following format:
Jones, B. (1982) *Sleepers Wake! Technology and the Future of Work*. Melbourne: Oxford University Press.
- For reference to a chapter in a book:
Horne, D. (1994) 'But that's not the issue', in J. Schultz (ed.) *Not Just Another Business*. Sydney: Pluto.
- For reference to a journal article:
Menon, V. (1994) 'Regionalization: Cultural Enrichment or Erosion?' in *Media Asia*, 21:39-42.

The reference list/bibliography should look something like this:

Hazlehurst, K. and Braithwaite, J. (1993) 'Crime in Australia', in J. Najman and J. Western (eds) *A Sociology of Australian Society*. (Second Ed) Melbourne: Macmillan.

Martin, J.I. (1967) 'Extended Kinship Ties: An Adelaide Study' *Australian and New Zealand Journal of Sociology*. 3 (1): 44-63.

Martin, J.I. (1978) *The Migrant Presence* Sydney: Allen and Unwin.

Robinson, M. (1994a) 'Children' in B.Furze and C. Stafford (eds) *Society and Change*. Melbourne: Macmillan.

Robinson, M. (1994b) 'Gender' in B. Furze and C. Stafford (eds) *Society and Change*. Melbourne: Macmillan.

Sargent, M. (1994) *The New Sociology for Australians*. (Third Edition) Melbourne: Longman Cheshire.

In the examples provided above there are several points you should note:

- (a) Where you have made reference to several different pieces of work published by the same author they should be set out in chronological order of publication as for Martin above.
- (b) Underline or italicise the names of journals and the titles of books, not the titles of articles or chapter headings.
- (c) The titles of chapters or reprinted articles from edited books should be placed in quotation marks, as has been done for Hazlehurst and Braithwaite (1993) above.
- (d) The titles of articles from journals should be placed in quotation marks, as has been done for Martin (1967) above.
- (e) The place of publication is the town or city listed first on the relevant page of the book.
- (f) The date of publication is the date listed for the latest published edition. (Ignore reprint dates).

Observe and use the correct punctuation format.

Citing Internet sources

For in-text referencing you need to identify the author and date (if known). If author is unknown a shortened version of the article title or site title should be used in the text. In your references list or bibliography the full details of the author and the date should be provided followed by the title of the article and the URL, that is the internet address at which the sources can be located along with the date of publication and the date you accessed the information.

Author's last name, first name. (document date or date of last revision [if different from access date]) 'Title of Document.' Title of complete work [if applicable]. Version or file number [if applicable]. Protocol and address, access path or directories (date of access).

For example:

Burka, L.P. (1993) 'A Hypertext History of Multi-User Dimensions', *MUD History*.
<http://www.utopia.com/talent/lpb/muddex/essay> (accessed 2 Aug. 1996).

Walker, J.R. (April 1995) 'COS-Humanities Style: MLA-Style Citations of Electronic Sources', *The Columbia Guide to On-line Style*.
http://www.columbia.edu/cu/cup/cgos/idx_basic.html (accessed 10 March 1996).

(nb. This is a useful site to check referencing of web databases, computer games, and various other electronic sources).

In your text a reference to the above should appear thus:

(Walker, 1995) with the full citation in the bibliography.