

HOW TO CITE SOCIOLOGICALLY

The referencing style followed in the Sociology Department is based on the Canadian Journal of Sociology, the Canadian Review of Sociology and the American Sociological Review. This referencing style is to have in-text citation followed by a Works Cited or Reference List.

QUOTATIONS

Quotations in the text should be enclosed in quotation marks.

- The end quotation mark is before the parentheses (bracket). I.e: "In ancient days, her mother had told her, it had been considered a sin to cut the hair" (White 1964:93).
- The period for the sentence is after the parentheses (bracket).
- Any quotes longer than 40 words (roughly two lines) should be indented one inch (2.5 cm) on each side and single spaced. This style of quote (long quote style) does not require quotation marks.

IN-TEXT CITATIONS

Every time you refer to an author, cite the source immediately after the author's name or pronoun. For example, "Williams (1990) notes that... etc." A citation is an annotation within the body of your paper to indicate the source of an idea or quote. It is an abbreviated version of the full information which you provide in the reference list.

In-text citations for print sources should follow the general format (Author last name Year: Page number). For example: (Steuter 2002:92). If you or your professor prefers, you may also have a space between the colon and page number. For example, (Steuter 2002: 92).

Citing two authors:

If a source is written by two authors, include the surnames of both authors. This can be done in two ways:

Krahn and Lowe (2002:51) argue that the number of Canadian youth working has increased since 1976.

OR

The number of Canadian youth working has increased since 1976 (Krahn and Lowe 2002:51).

Citing more than two authors:

If a source is written by more than two authors, use the term, *et al.* This term needs to be in italics as it is an abbreviation of Latin terms.

For example, a chapter written by Arshi, Kirstein, Naqvi, and Pankow could be cited as:

Arshi *et al.* (1994:225) wonder why social science has become dominated by the trope of travel.

OR

Why has social science become dominated by the trope of travel? (Arshi *et al.* 1994:225).

Citing more than one publication:

A number of references in the text may be enclosed within a single pair of parentheses, separated by semi-colons, e.g., (Kuhn 1962:12; Fischer 1973a:113). These should be in publication order - arranged from earliest to most recent. If from the same year, then the publications should be arranged in alphabetical order. *If information referred to in parts of a sentence comes from different sources, make this clear in your citation.*

For example:

Many sociologists now see the family as the most important primary social institution (Lemont 1988:266; Adams 1999:52) and schools, church and the military as secondary institutions (Kendall 2000:143).

Citing Dictionaries, Encyclopaedias, and Unsigned Source Material

In general, use the title of the publication if an author is not mentioned. (Remember that titles need to be italicized.) Your bibliography will contain further details. Some style guides suggest that references to dictionaries can omit page numbers. Check with your professor for what he/she would prefer. Some examples:

(Concise Oxford Dictionary 1963:27)

(Encyclopedia Britannica 1971:1295)

(Vancouver Sun 2003:B4)

Citing Government or Organizational Documents

In general, try to keep the citation brief but with enough detail so that the reader can find the full reference in your bibliography. Some examples:

(Canada, House of Commons n.d.:2)

(Royal Commission of the Status of Women 1970:199)

Citing Films and Other Audio-Visual Sources

Try to obtain the name of the producer or production company and the date of production. If you cannot, you may use the title of the source and as much other information you can find. (For videos it would be useful to keep a note for yourself on approximately where in the video you have taken the material from (e.g. approximately how many minutes in, what precedes or follows the section you are citing) in case your professor wants to check the source.) Example:

The film *Keeping up Appearances: Culture of Conformity* (Percival 1999) makes clear the importance of impression management.

Citing Personal Communication

If you want to use personal communication such as personal interviews, unpublished letters written to you, lecture notes, emails, or other forms of personal communication, then you will need to cite the name of the person with whom you communicated, the year of the communication, and the abbreviation for personal communication (pers comm). In your bibliography you will provide further detail such as what type of personal communication. Please see the reference guidelines for further detail.

For example, if you use some information from one of Dr. Doyle's Research Methods lectures, in your paper you would cite:

(Doyle 2003:pers comm) or Doyle (2003:pers comm).

Citing Figures and Tables

If you use a table or figure from a source, cite that source at the bottom of the table/figure. If you compile your own table from information from one or more sources, then you will need to cite those sources as well.

- Number consecutively using your own numbers. Do not use the number of the figure from its original source. (Figures and tables are numbered separately)
- Each one must have a title which is centred either above or below the figure (and that must be consistent for all figures used). The title can be the same as the original source but needs to be formatted in a manner consistent with the rest of your essay. Example:
Figure 1. Gender differences in communication at a dinner party
Table 1. Intercountry adoption rates by gender, 1990-2000.
- Leave margins of a ½ inch above and below and 1 inch on either side

Citing Web Sources

Where you are citing a web source with no page numbers, use a paragraph number. For example (Davies 2003:¶6) or (Davies 2003:para. 6). Most web sites do not include paragraph numbers on the page, so you will have to count the paragraphs yourself. If the web source does not include a date of creation or date of last update, use n.d. For example: (Davies n.d.:para. 6).

Citing Secondary Sources

A secondary source is one used second-hand, as it were. That is, your original source might have quoted or used another author that you also want to use. If you wish to use the secondary source's quotation, then cite the secondary source first and then the initial source. For example, Sassen (1998) quotes Knop (1993). You would cite as follows:

"Feminist approaches to international law may be understood as seeking to personalize and personify its normative constructs" (Knop 1993:293 as quoted in Sassen 1998:93).
Or, if you are paraphrasing, (Knop 1993:293 as cited in Sassen 1998:93).

Titles

Book and film titles are always italicized or underlined (but not both), and journal articles or selected readings from an edited collection are placed within quotation marks. For example, The article "What is Feminist Pedagogy," by Carolyn Shrewbury, can be found in *Contemporary Feminist Theory* (1998).

Generally, in the text, treat titles the same as you do in the reference list. For example, articles are placed in quotation marks, and journal names, book titles, and film titles are all italicized.

Other Citation Details

- if you refer to an entire publication, you need not include page numbers
- if you use or want to refer to a large number of pages in sequence from a single source, then you can use ff after the first page. Example: Adams (2003:276ff)
- in the case of translations or new editions, the year of the original publication in square brackets is desirable. Example: According to Bourdieu ([1980] 1990:30)
- more than one reference to the same author and year should be distinguished by letters attached to the year of publication, e.g., (Fischer 1973a: 113)
- if there is no date - use n.d.; if there is no page - use n.p.
- If all of your material is drawn from one book, as in a Book Review, all citations after the first may simply note the page number, omitting the author's name and date of publication. Be sure to indicate in an endnote that all references stem from one source.

- Within a paragraph, you do not have to include the author's name in subsequent citations (after the first time within the same paragraph), so long as it cannot be confused with any other source. Simply cite the date and page number. If the source is again cited in the following paragraph, the first citation should include full citation details.

Citing Paraphrased Material

- When you use information from a source but express it in your own words, this is called paraphrasing.
- Paraphrased material must be cited in the same way you would for a direct quotation.
- Every time you refer to an author, cite the source immediately after the author's name or pronoun.
- You must use page numbers in sources whenever the idea, the argument, the finding, the result, etc. is in a particular part of the source.
- If you are summarizing a theme, idea or argument of the whole source, then you may cite without page numbers.
- If in doubt, cite the page!

BIBLIOGRAPHY

- List all references with full publication information and without any abbreviations.
- List all references alphabetically.
- Each source cited in the paper must be listed in the bibliography.
- The format of the bibliography should be: first line flush against left margin, subsequent lines indented one tab (1/2 an inch).
- Do not number bibliographic entries.
- References should appear on a new page at the end of the paper (see p.86).
- Label your reference list either Works Cited or References. Bibliography means all works that you consulted but did not necessarily use.

Multiple entries for author(s)

- Where more than one reference is given for an author, they should be arranged by year, from earliest to most recent.
- If you have more than one source from one author in the same year, you should distinguish them by letters attached to the year of publication, based on their sequence in the text. For example:

Thorning, Stephen. 1991a. "Bissell Firm Finally Declared Bankruptcy in 1954." *Elora Sentinel*, June 6:11. Elora, ON.

– 1991b. "Business Eventually Boomed after 1937 Feury-Bisell Merger." *Elora Sentinel*, June 11:6. Elora, ON.

Book with one author

Author last name, Author first name. Publication year. *Title of book*. Place of publication: Publisher.

Kennedy, Liam. 2000. *Race and Urban Space in Contemporary American Culture*. Edinburgh: Edinburgh University Press.

Book with two authors

Author last name, Author first name and 2nd author first name 2nd author last name. Publication year. *Title of book*. Place of publication: Publisher.

Boswell, Terry and Christopher Chase-Dunn. 2000. *The Spiral of Capitalism and Socialism: Toward Global Democracy*. Boulder, CO: Lynne Rienner Publishers.

Book with three or more authors

This is the same as above but lists all the authors for the source.

Book with an edition number

Author last name, Author first name. Publication year. *Title of book*, Edition. Place of publication: Publisher.

Northey, Margot, Lorne Tepperman, and James Russell. 2002. *Making Sense in the Social Sciences: A Student's Guide to Research and Writing*, 2nd Ed. Don Mills, ON: Oxford University Press Canada.

Book with one editor

Editor last name, Editor first name, ed. Publication year. *Title of book*. Place of publication: Publisher.

Baer, Douglas, ed. 2002. *Political Sociology: Canadian Perspectives*. Don Mills, ON: Oxford University Press Canada.

Book with two editors

Editor last name, Editor first name and 2nd editor first name 2nd editor last name, eds. Publication year. *Title of book*. Place of publication: Publisher.

Forcese, Dennis and Stephen Richer, eds. 1975. *Issues in Canadian Society: An Introduction to Sociology*. Scarborough, ON: Prentice-Hall of Canada.

Chapter or other part in an edited book

Author last name, Author first name. Publication year. "Title of chapter." Page range in *Title of book*, edited by Editor first name Editor last name. Place of publication: Publisher.

Lazar, Jonathan and Jennifer Preece. 2003. "Social Considerations in Online Communities: Usability, Sociability, and Success Factors." Pp. 127-151 in *Cognition in a Digital World*, edited by Herre van Oostendorp. Mahwah, NJ: Lawrence Erlbaum Associates.

Journal article with one author

Author last name, Author first name. Publication year. "Title of article." *Title of journal* Volume number(Issue number):page range.

Goldsmith, Pat Antonio. 2003. "All Segregation is Not Equal: The Impact of Latino and Black School Composition." *Sociological Perspectives* 46(1):83-105.

Journal article with three or more authors

Author last name, Author first name, 2nd author first name 2nd author last name, and 3rd author first name 3rd author last name. Publication year. "Title of article." *Title of journal* Volume number(Issue number):page range.

Benoit, Cecilia, Dena Carroll, and Alison Millar. 2002. "But is it Good for Non-Urban Women's Health? Regionalizing Maternity Care Services in British Columbia." *The Canadian Review of Sociology and Anthropology* 39(4):371-395.

Article in a stand-alone electronic journal

Author last name, Author first name. Publication year. "Title of article." *Title of journal*
Volume number [if available] (Issue number [if available]). Retrieved date (URL).

Krienert, Jessie L. 2003. "Masculinity and Crime: A Quantitative Exploration of Messerschmidt's Hypothesis." *Electronic Journal of Sociology* 7. Retrieved September 10, 2003 (http://www.sociology.org/content/vol7.2/01_krienert.html).

Article in an electronic journal in a database

Author last name, Author first name. Publication year. "Title of article." *Title of journal*
Volume number (Issue number [if available]): page range [if available] Retrieved date. Available: Name of database.

Shalla, Vivian. 2003. "Part-Time Shift: The Struggle over the Casualization of Airline Customer Sales and Service Agent Work." *The Canadian Review of Sociology and Anthropology* 40(1):93. Retrieved September 10, 2003 Available: ProQuest Research Library.

Popular magazine article

Author last name, Author first name. Publication year. "Title of article." *Title of journal*,
Month day, page range.

Bergman, Brian. 2001. "The Kids are all Right." *Maclean's*, April 9, pp. 42-48.

Signed newspaper article

Author last name, Author first name. Publication year. "Title of article." *Title of newspaper*,
Month day: page number. Location.

Ward, Bruce. 2003. "Seniors Applaud Plan to Scrap Mandatory Retirement." *Ottawa Citizen*,
May 3:D3. Ottawa.

Unsigned newspaper article

Name of Newspaper. Publication Year. "Title of article." *Title of newspaper*, Month day:page
number. Location.

Guardian. 2002. "Mary Boyd Continues Quest for Social Justice." *Charlottetown Guardian*,
September 10:D9. Charlottetown.

Unsigned online newspaper article

Name of Newspaper. Publication Year. "Title of article." *Title of newspaper*, Month day.
Retrieved date (URL).

Globe and Mail. 2003. "Snow, Wind Block South Pole Rescue." *The Globe & Mail*, September
15. Retrieved September 15, 2003
(<http://www.theglobeandmail.com/servlet/story/RTGAM.20030915.wpole0915/BNStory/National/>).

Organizational or corporate author

WGPDH (Working Group on the Practice of Dental Hygiene). 1988. *The Practice of Dental Hygiene in Canada*. Ottawa: Health and Welfare Canada.

Government author

Print Sources

Authoring/Issuing agency. Date. Title. Edition. Place: Publisher. (Series elements). (Notes).

Statistics Canada. Analytical Studies Branch. 1995. *Human Capital and the Use of Time* by Frank Jones. Ottawa: Statistics Canada. (Research Paper Series No. 79).

Electronic Sources

(Entire databases, online documents are treated as books.)

Issuing Agency of content. Date. Title. (edition), (Medium). Place, if available: Supplier, if available. (Note specifying format in more detail, number of diskettes, software, or other, if required). Available: URL or online address [Date accessed].

Canada. Environment Canada. Updated August 19, 1996. *Water -- Vulnerable to Climate Change*. (Online). (Freshwater Series A-1). Available:
<http://www.cciw.ca/glimr/data/water-fact-sheets/facta9-e.html> [Nov. 30, 1997].

(Electronic journal articles, archived mailings, or information taken from a distinct database on a web site are treated as articles.)

Authoring/Issuing Agency of the part's content. Date. "Title of part" (accession number or other identifying number). In: Title. (edition), (Medium). Place, if available: Supplier, if available. (Note specifying format in more detail, number of diskettes, software, or other, if required). Available: URL or online address [Date accessed].

Natural Resources Canada. Canada Centre for Remote Sensing. GeoAccess. 1996-1997. "Land and Freshwater Area." In: *Canadian Statistics: The Land*. (Online). Statistics Canada. Available:
<http://www.statcan.ca/english/Pgdb/Land/Geography/phys01.htm> [Nov. 30, 1997].

This can become quite complicated. The Mount Allison library has a guide to citing government documents that should be followed.

Please see: <http://www.mta.ca/library/govcite.html>

Web sites

A citation for a Web source should provide all or most of the information listed below: Author, Date of electronic publication or latest update, Title of the document, Title of the project or Web page, Name of the editor of the project, Name of any sponsoring institution or organization, Date of access (the date you accessed the webpage), URL.

The format should generally be:

Author. Year document was created. "Title of Document on Page." Place of publication: Publisher. Retrieved date (URL of page cited).

Example from a professional Web site with a publisher

Author. Year document created. "Title of Document." Place of Publication: Publisher. Retrieved date (URL).

American Sociological Association. 2000. "Scholarship of Teaching and Learning Workshop." Washington, DC: American Sociological Association. Retrieved May 5, 2000 (<http://www.asanet.org/members/socwkshp.html>).

Example from a personal Web site without a publisher

Author. Year document created. "Title of Document." Retrieved date (URL).

Fleming, Berkeley. 2001. "Three Years in Vermont: The Writing of Karl Polanyi's *Great Transformation*." Retrieved December 29, 2003 (<http://artsandscience.concordia.ca/polanyi/conf/pdf/fleming.pdf>)

Blog Entry

Author. Year. "Title of posting." *Title of blog*, Date of posting. Retrieved date (URL).

Davies, Daniel. 2003. "High Noon in Cancun." *Crooked Timber*, September 15. Retrieved September 16, 2003 (<http://www.crookedtimber.org/archives/000520.html>).

"Cancun Analysis: The Silent Majority Finds its Voice." 2003. *Our Word is Our Weapon*, September 13. Retrieved September 16, 2003 (<http://blog.ctrlbreak.co.uk/archives/000104.html>).

Discussion Lists and Groups

Author. Year. "Title of message." Message posted to *title of list or group*, Date posted. Retrieved date (URL).

On a web site

Schniad, Sid. 2003. "Re: Unions Assail WTO." Message posted to *babble*, 10 September. Retrieved September 16, 2003 (http://www.rabble.ca/babble/ultimatebb.php?ubb=get_topic&f=31&t=000051).

On a listserv

Fister, Barbara. 2003. "Statement on Plagiarism." Message posted to *Information Literacy Instruction List*, January 27. (ILI-L@ala.org).

In a newsgroup

wbob. 2003. "Re: WTO Cartel Causes Mire Starvation, Suffering and Death." Message posted September 13. (news:misc.activism.progressive).

Videorecording

Director last name, Director first name. Year of release. *Title of video*. [videorecording]
Place of publication: Publisher.

Percival, Daniel. 1999. *Keeping up Appearances: Culture of Conformity*. [videorecording]
Princeton, N.J.: Films for the Humanities and Sciences.

Personal Communication (correspondence, interview, lecture)

Lecture

Lecturer last name, Lecturer first name. Year of lecture. "Title of lecture [if available]."
Lecture. Course title and (code). Date. Place of lecture: Sponsoring institution.

Doyle, Judith. 2003. Lecture. Sociological Research Methods (SOC 3301). September 26.
Sackville: Mount Allison University.

Interview

Last name of person interviewed, first name of person interviewed. Year of interview.
Interview with author. Person interviewed organizational affiliation and position [if interviewed in this capacity]. Date. Place of interview.

Robertson, Jean. 1991. Interview with the author. Parents and Friends of Persons with AIDS (co-Facilitator). January 13. Victoria, B.C.

Correspondence

Gooberman-Hill, Rachael. 2000. Personal Communication. October 17. Bath, UK.

Thesis

Crawford, Linda. 1996. 'Boot Scootin' Boogie': Audience, Themes and Gender in Country Music. B.A. Honours Thesis, Dept of Sociology and Anthropology. Sackville: Mount Allison University.

Unpublished Material

Fligstein, Neil. 1997. Is globalization the cause of the crises of welfare states? Unpublished paper presented at the Annual Meetings of the American Sociological Association, Toronto, Ont., August 1997.

If you need to cite a type of source not shown below, ask your instructor or the Sociology Librarian for assistance.

Sample Reference Page

Works Cited

Baer, Douglas, ed. 2002. *Political Sociology: Canadian Perspectives*. Don Mills, ON: Oxford University Press Canada.

Goldsmith, Pat Antonio. 2003. "All Segregation is Not Equal: The Impact of Latino and Black School Composition." *Sociological Perspectives* 46(1):83-105.

Kennedy, Liam. 2000. *Race and Urban Space in Contemporary American Culture*. Edinburgh: Edinburgh University Press.

Thorning, Stephen. 1991a. "Bissell Firm Finally Declared Bankruptcy in 1954." *Elora Sentinel*, June 6:11. Elora, ON.

– 1991b. "Business Eventually Boomed after 1937 Feury-Bisell Merger." *Elora Sentinel*, June 11:6. Elora, ON.

ANNOTATED BIBLIOGRAPHIES

- An annotated bibliography is formatted as a regular bibliography.
- In addition, each entry will include a 75-100 word summary of the source. (Check though as some professors will ask for different lengths.)
- You should include in the summary:
 - reference to any hypothesis or hypotheses being tested
 - the theoretical perspective used
 - the methodological procedures followed by the author(s)
 - critical comment on unanswered questions, logical flaws in the argument, and the limits of the particular methods used