Sociology Citation Guide

The referencing style followed in the Sociology Department is based on the Canadian Journal of Sociology, the Canadian Review of Sociology and Anthropology and the American Sociology Association.

This guide is composed of two sections: first, in-text citations and second bibliographic citation style.

1. In-text citations
Every time you refer to an author, cite the source immediately after the author’s name or pronoun. 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 the Latin terms, et alii (masculine plural), et aliae (feminine plural) and et alia (neutral plural).

Remember foreign words in general should be italicized.

For example, a chapter written by Arshi, Kirstein, Naqvi, 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., (Kuhn1962:12; Fischer 1973a:113). These should be in publication order - arranged from earliest to most recent.

**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 italicised.) Your bibliography will contain further details. 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 videorecordings it would be useful to keep a note 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 (per 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 Dr. Doyle’s Research Methods lecture, 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.

**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 may 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).

**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.

**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!
2. Bibliography

- List all references with full publication information and without any abbreviations, alphabetically.
- Where more than one reference is given for an author, they should be arranged by year, from earliest to most recent, distinguished by a letter, starting with a.

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

Examples

**NOTE**: Although not reflected here, the format of the bibliography should be: first line flush against left margin, subsequent lines indented 3 spaces as below:

**Book with one author**

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


**Book with two authors**

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


**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.


**Book with one editor**

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


**Book with two editors**


Popular magazine article
Author last name, Author first name. Publication year. “Title of article.” Title of journal, Month day, page range.


Signed newspaper article
Author last name, Author first name. Publication year. “Title of article.” Title of newspaper, Month day: page number. Location.


Unsigned newspaper article
Name of Newspaper. Publication Year. “Title of article.” Title of newspaper, Month day: page number. Location.


Unsigned online newspaper article
Name of Newspaper. Publication Year. “Title of article.” Title of newspaper, Month day. Retrieved date (URL).


Organizational or corporate author

Government author
This can be quite complicated. The Mount Allison library has a guide to citing government documents that should be followed, except move the date to after the author and before the title.

Please see: http://www.mta.ca/library/govcite.htm

Web sites
Since deciphering the Web site examples can be confusing, the format is as follows:
Author. Year document was created. "Title of Document on Page." Place of publication: Publisher. Retrieved date (URL of page cited).

Some of this information may be difficult to find. Include as much information as you can. If the date the document was created is not given, use n.d. in place of the year.

Example from a professional Web site with a publisher


Example from a personal Web site without a publisher


Blog Entry

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


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:


On a listserv

In a newsgroup

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


**Personal Communication (correspondence, interview, lecture)**
*Lecture:*


*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.


**Correspondence**

**Thesis**

**Unpublished Material**
Other bibliographic notes:

- if you have more than one source from one author, put in date order with the earlier or earliest first.
- 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. For example: