Note-Taking

The secret to referencing is great note-taking.

NEVER take notes, without first ensuring you have the full bibliographic details of the source.

ALWAYS note down the page/section when you are noting down specific ideas, opinion, facts and quotations.
General Points

• You must always show **IN YOUR TEXT** when you use an idea, opinion, fact or quote from a source, even if you put it in your own words.
General Points

• This is done by including a bracket **IN YOUR TEXT** with a shortened form matching your bibliography entry.
General Points

• You should then have a complete alphabetical list of references entitled **BIBLIOGRAPHY** at the end of your work.
IN-TEXT REFERENCES

- Place a bracket immediately after the part you are referencing
- Include a shortened version of the full bibliographic information
- The shortened form uses the author, date and page number.

EXAMPLE:

- Recent investigations have found that “the Pythia’s behavior cannot be accounted for by ethylene intoxication, neither in whole nor in part” (Lehoux 2007, p.55).

- Cicero makes his debt to the Greek sources known whilst subtly emphasising his Roman originality (LeMoine 1991, p.351)
• When you mention the author in your text, you don't need to include it again in your brackets.

• The bracket then comes immediately after the author, not at the end of the quote or reference.

**EXAMPLE:**

• Star (2012, p.11) has argued that “learning how to interpret appearances properly is a central project of Stoicism”.
Quotations

Short Quotes

- Use either "...." Or '....'
  Around your quote and
  include them in
  your sentence.

  e.g.
  Star (2012, p.11) has argued
  that “learning how to
  interpret appearances properly
  is a central project of Stoicism”.

Long Quotes

- Are indented from the edge and sit separately without speech marks.

  e.g.
  Ingleheart (2006, p.84) asks how we should read Ovid:

    Allegory—a frequent feature of verse about the sea and
    seafaring, from archaic Greek lyric onwards—is a
    persistent and unsettling presence in Tristia 1.2, which
    causes the reader to question the status of the poem:
    is this, as it purports to be, an autobiographical episode
    taken from Ov
BIBLIOGRAPHY

Primary Sources
Euripides, Bacchae and Other Plays, trans. by J. Morwood (2000), Oxford

Secondary Sources

- Alphabetical List
- One List of Primary Sources
- One List of Secondary Sources
- NOT bullet-pointed
- Entries are indented when they go onto second line
## Useful Tools

<table>
<thead>
<tr>
<th>Bibliographic Management Tools</th>
<th>Free Online Referencing Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Refworks</td>
<td>• Cite This For Me</td>
</tr>
<tr>
<td>• Endnote</td>
<td>• Citation Machine</td>
</tr>
<tr>
<td></td>
<td>• My Bib</td>
</tr>
</tbody>
</table>
Bibliographic Management Tools

**PROS:**

- Will store your references in one place
- You can manage your references by putting them in folders related to your assignments
- You can create both in-text and bibliography entries
- You can write basic notes
- You can create a free account using your RHUL email address
- You can use Refworks and Endnote from Library Search

**CONS**

- They DO NOT store the complete source
- You need to check all the information it imports is correct
RefWorks

- Tool to help you collate your References
- Does NOT store them in full text
- Can make limited notes
- Create an account using your RHUL email
- Import References from the Library Search

https://refworks.proquest.com/library/all/
Cite This For Me

- **Choose** Referencing Style
- Harvard
- Choose Type of Resource (don't forget other)
- Enter your search terms
- Check the information it provides (it's not always accurate!)
- Create Citation
- Copy across either the in-text or bibliography

http://www.citethisforme.com/harvard
CHECK YOUR REFERENCES ARE CORRECT