***Extended Essays- Referencing+Bibliography***

**Webnote 624**

**Referencing: my advice is to use footnotes instead of ‘endnotes’.**

**Footnotes.**

**Source:** [**http://dmorgan.web.wesleyan.edu/balkans/pointers.htm#foot**](http://dmorgan.web.wesleyan.edu/balkans/pointers.htm#foot)

* A reference footnote is treated ***as a sentence***: it begins with a ***capital letter*** and ends with a ***period***. (This may be because some footnotes do consist of, or include, regular sentences.) It follows that the parts of a footnote reference are separated by ***commas***, not by periods.
* Give the author's name ***in normal order***, first name first.
* Put the publication data of a book ***inside parentheses***, normally in one of these forms: (City, date) or (City: Publisher, date). As with parentheses used elsewhere there is never any punctuation right ***before*** the parentheses, but there may be a comma or other punctuation right ***after*** them, as needed. Be consistent.
* Use **Ibid**. or ibid. (capital "I" if it's the first word in the footnote) to indicate the ***same source*** as in the previous note. If you are referring to the ***same page in the same source***, then you can use just ibid., standing alone; otherwise, give the page number. (Note that ibid. is an abbreviation, always followed by a period. It’s Latin, but it isn’t usually italicized.) Example of how to use Ibid is listed below on page 2.
* The abbreviation loc. cit. is not used any more.
* When you come back to cite a work cited earlier, just use the author's last name followed by **Op. cit.** (see below how to use this term). If you are citing more than one work by that author, give the author's last name and a short version of the title, then the page number. Example of how to use op cit is listed below on page 2.
* The abbreviation for "page" is "p.", and for "pages" it is "pp.". It is acceptable to omit these and just give the number.

Some examples using Ibid:

1. Milovan Djilas, *The New Class* (London, 1957), p. 53.

2. Ibid., pp. 78-79.

3. Mark Frankland, *The Patriot’s Revolution* (Chicago, 1992), p. xvii.

4. "The Tito-Stalin Correspondence, March-June 1948," in Gale Stokes (ed.), *From Stalinism to Pluralism* (New York, 1991), p. 59.

5. Misha Glenny, "Yugoslavia: The Revenger's Tragedy," *The New York Review of Books*, August 13, 1992, pp. 33-35.

6. Djilas, *New Class*, pp. 30 and 97, and Glenny, p. 35.

 **‘Out of text’ Referencing**

**Use Ibid and Op. cit. only as Loc. Cit. is out of date and Ibid is used instead**

**Ibid.** ([Latin](http://en.wikipedia.org/wiki/Latin), short for *ibidem*, meaning *the same place*) is the term used to provide an [endnote](http://en.wikipedia.org/wiki/Endnote) or [footnote](http://en.wikipedia.org/wiki/Footnote) [citation](http://en.wikipedia.org/wiki/Citation) or [reference](http://en.wikipedia.org/wiki/Reference) for a [source](http://en.wikipedia.org/wiki/Source_text) that was cited in the preceding endnote or footnote. It is similar in meaning to [idem](http://en.wikipedia.org/wiki/Idem) (meaning something that has been mentioned previously; the same), abbreviated [*Id.*](http://en.wikipedia.org/wiki/Id.), which is commonly used in [legal citation](http://en.wikipedia.org/wiki/Legal_citation).[[1]](http://en.wikipedia.org/wiki/Ibid#cite_note-0#cite_note-0) To find the ibid. source, one must look at the reference preceding it.

* [**^4**](http://en.wikipedia.org/wiki/Ibid.#ref_4#ref_4) E. Vijh, *Latin for Dummies* (New York: Academic, 1997), p. 23.
* [**^5**](http://en.wikipedia.org/wiki/Ibid.#ref_5#ref_5) *Ibid*.
* [**^6**](http://en.wikipedia.org/wiki/Ibid.#ref_6#ref_6) *Ibid*., p. 29.

***Op. cit.*** ([Latin](http://en.wikipedia.org/wiki/Latin), short for "opus citatum"/"opere citato", meaning "the work cited/from the cited work") is the term used to provide an [endnote](http://en.wikipedia.org/wiki/Endnote) or [footnote](http://en.wikipedia.org/wiki/Footnote) citation to refer the reader to an earlier citation by the same author. To find the *Op. cit.* source, one has to look at the previous footnotes or general references section to find the relevant source work.

* 9. R. Millan, *Art of Latin Grammar* (Academic: New York, 1997), p. 23.
* 10. G. Wiki, *Language and Its Uses* (Blah Ltd.: Old York, 2000), p. 17.
* 11. Millan, op. cit., p. 5.

Do not use Loc. Cit. It is not commonly used nowadays.

***Loc. cit.*** ([Latin](http://en.wikipedia.org/wiki/Latin_language), short for ***loco citato***, meaning "in the place cited") is a [footnote](http://en.wikipedia.org/wiki/Footnote) or [endnote](http://en.wikipedia.org/wiki/Endnote) term used to repeat the title and page number for a given author. *Loc. cit.* is used in place of [ibid.](http://en.wikipedia.org/wiki/Ibid.) when the reference is not only to the work immediately preceding, but also refers to the same page. *Loc. cit.* is also used instead of [*op. cit.*](http://en.wikipedia.org/wiki/Op._cit.) when reference is made to a work previously cited and to the same page in that work. As such, *loc. cit.* is never followed by volume or page numbers.

9. R. Millan, "Art of Latin grammar" (Academic, New York, 1997), p. 23.

10. *Loc. cit.*

**Bibliography**

**Source:** [**http://dmorgan.web.wesleyan.edu/balkans/pointers.htm#foot**](http://dmorgan.web.wesleyan.edu/balkans/pointers.htm#foot)

***Bibliographies***

As with footnotes, small variations in style don't matter so long as you understand the basic rules:

* Unlike a footnote, a bibliographical entry is ***not*** a sentence. Its segments -- author or editor; title; publication data (for a book); journal title with issue; page numbers in the case of a journal article or a distinct chapter in a book; and there can be others -- are separated by ***periods***, not commas. There is also a period at the end.
* Since a bibliography is in alphabetical order by the author's or editor's last name, the ***last name goes first***. If there is no author, alphabetize by the first significant word in the title.
* Just as in a footnote, you may give the publisher in the publication data of a book, or not, as you choose - just be consistent. Parentheses are ***not*** used.
* There are fancy ways to avoid using the same author's name repeatedly when you have more than one title by the same author, but these are not required -- generally it’s best just to repeat the name.

Some examples:

Djilas, Milovan. *The New Class*. London, 1957.

Djilas, Milovan. *Wartime*. New York, 1977.

Frankland, Mark. *The Patriots' Revolution*. Chicago, 1992.

Glenny, Misha. "Yugoslavia: The Revenger's Tragedy." *The New York Review of Books*, August 13, 1992. Pp. 32-43.

"The Tito-Stalin Correspondence, March-June 1948." In *From Stalinism to Pluralism*, ed. by Gale Stokes. New York, 1991. Pp. 58-65.

Weschler, Lawrence. *The Passion of Poland*. New York, 1984.

**Remember different referencing styles are allowed. The IB requirement is that you select one style and remain consistent in using this style!**