

Department of Theatre, Film and Television Studies

Departmental Style Guide

This style guide serves as the basis for all undergraduate assignments submitted in the Department of Theatre, Film and Television Studies, except in instances where your module co-ordinator specifically instructs you otherwise. The guide provides a brief outline of how to format written assignments, an explanation of what referencing is and why it is important, a brief definition of what plagiarism is and how to avoid it, and an introduction to the Harvard (author-date) system of in-text referencing.

1. How do I format my written assignments?

During the course of your studies you will be asked to complete a variety of written assignments, including essays, portfolios, reflective, textual and critical analyses and notebooks. The instructions for these will vary and you should adhere to these closely.

In general, however, there are some basic formatting conventions that you should follow whenever you submit written work:

- All written assignments must be presented in word processed format, unless you are instructed otherwise by the Module Co-ordinator or the assessment requirements of the module require so.
- Assignments should be presented in 12pt. font and be double-spaced so that they are easily readable.
- Pages should be numbered consecutively in Arabic numerals (1, 2, 3, etc.) in the bottom right hand corner.
- Assignments must be fully referenced (see below).
- All quotations should be enclosed in single quotation marks.
- For longer quotations of 50 words or more, present the quotation as a separate paragraph and indented from the main text. Quotation marks are not required in this instance.
- In titles capitalize the first letter of the first word and of all the principal words including nouns and proper adjectives (e.g., *Jurassic Park*, *A Midsummer Night's Dream*, *News at Ten*).
- Use italics for titles of published books, plays, poems, films, journals and classical works (e.g., *Citizen Kane*, *Twelfth Night*).
- The italicizing of words, phrases or sentences for *emphasis* should be done sparingly. The same applies for underlining or **boldening** text, or using exclamation marks!!!

2. What is referencing?

Referencing is a way of acknowledging how other peoples' ideas have influenced your thinking. It is also a way of presenting the evidence that underpins your understanding or interpretation. Referencing is important because it allows your reader to easily trace the sources you have used and to assess how you have used them. Referencing also increases the credibility and authority of your own work by demonstrating that you have spent time carefully researching your topic and consulting the work of others. Ultimately, good referencing also boosts your marks and helps you avoid the charge of plagiarism.

3. What is plagiarism?

Plagiarism is defined by Aberystwyth University as 'using another person's work and presenting it as one's own, whether intentionally or unintentionally.' (You can read the Aberystwyth University Regulation on Unacceptable Academic Practice here: <https://www.aber.ac.uk/en/academic-registry/handbook/regulations/uap/>). Plagiarism constitutes a form of unfair practice or cheating. It includes copying other people's work directly without using quotation marks or providing a reference, paraphrasing (putting someone else's ideas into your own words) other people's work without acknowledgement, or mixing your own words with someone else's. The penalties for plagiarism and unfair practice are heavy, and poor referencing can leave you open to accusations of plagiarism. When conducting research for assignments, the following tips can help you avoid plagiarism:

- Give yourself plenty of time to research and write your assignments.
- Seek help early if you are struggling to understand the assignment topic.
- When researching an assignment note the full details of any source you use (With internet sources, include the URL and the date of access).
- Always take notes in your own words.
- Always use quotation marks to clearly indicate quotations in your notes.

4. Using the Harvard (author-date) referencing style

The Harvard (author-date) system is very easy to use and is based on supplying reference information in the body of the text and in a reference list at the end of your assignment. It is important that you always include both in-text citations and a reference list. The Harvard (author-date) system does not use footnotes or endnotes.

Citations

A citation is a way to indicate to your reader that you have drawn on a source. You need to use a citation when you **quote**, **paraphrase** or **summarise** a source. A **quotation** is where you use the exact words from a source and indicate this by using quotation marks. A **paraphrase** is when you take a passage from a source but use your own words. A **summary** is when you take ideas from a source and, using your

own words, refer to just the key points. A citation gives information on the location where your reader can find the source you have used. By using in-text citations and including a bibliography you can provide your reader with the precise location of all the quoted, paraphrased and summarised materials you have used in your work. When using the Harvard (author-date) system you always include an author's **name**, the **year of publication** and the **page number** whenever you paraphrase or quote from their text. This is included in the body of your text in round brackets and is called a citation. Here is an example of a citation:

'The primacy of Aristotle's *Poetics* in theatrical theory as well as in literary theory is unchallenged.' (Carlson, 1993, p.15)

The exact form a citation takes can vary depending on its context, and the following example demonstrates a different, but still correct, citation:

Marvin Carlson (1993) states that, 'The primacy of Aristotle's *Poetics* in theatrical theory as well as in literary theory is unchallenged.' (p.15)

Here the author's name is mentioned in the sentence and so doesn't need to be included in brackets again. The year of publication follows the author's name, but the page number is included after the quotation. A similar citation would also need to be used if we were to paraphrase, rather than directly quote, Carlson's statement:

Marvin Carlson (1993) argues for the central importance of Aristotle's *Poetics* in theatre theory. (p.15)

If there are two authors for the source you wish to cite then simply include both names, or if there are more than three authors, then cite the first followed by 'et al.' (this is a Latin abbreviation meaning 'and others'):

'A really good writer is always thinking, using ideas and facts from sources to shape and inform an argument.' (Williams and Carroll, 2009, p. 25)

'Writing about an event in the past always involves constructing a version of it.' (Zarrilli, et. al., p. xxii).

Occasionally you may find that an author quotes another author and that you want to quote the original. If it isn't possible to find the original author's work, then make it clear that you have not read the original, as in the following example:

Peter Brook seeks 'to articulate a universal art'. (Lamont 1987, p. 6 cited in Carlson, 1993, p. 517)

In some cases you will not be able to locate all the information you need about a source. For example, there may be no author listed, or no year of publication, or there may be no page numbers. If there is no author, then use the organisation responsible for publishing the source instead:

(British Broadcasting Corporation, 2003, p. 20)

If there is no organisation, then use the title of the source:

(*Trends in Film Distribution*, 1994, p. 77)

If there is no date then simply state 'n.d.' where you would normally include the date of publication:

(Jones, n.d., p. 56)

Finally, you may also find that you wish to include two sources with the same author and same year of publication. To avoid confusing your reader you can use an alphabetical lower case letter:

In her study of Lynch's early films, Jones (2003a, pp. 7-10) argues for this interpretation. However, she also admits (Jones 2003b, p. 63) that other studies ...

Reference Lists and Bibliographies

In the Harvard (author-date) system, your in-text citations always link with a reference list or bibliography at the end of your assignment in which you provide the full publication details for your sources. The difference between a reference list and a bibliography is that a reference list only includes the sources you have cited in your work. A bibliography includes all the sources you have consulted in the research process, even if you haven't directly cited them in your final assignment. In general you should compile a reference list unless instructed otherwise by your module coordinator.

The general principle behind your reference list is that it should help your reader to easily locate your original sources by providing the full bibliographic details of each source. So, each in-text citation should link with your reference list. To do this, your reference list should be organised alphabetically by the author's surname (or by the organisation or title of the work if there is no author listed). The year of publication should always be included in round brackets after the author's name. For instance, if your reader were to see the following quotation and accompanying in-text citation in your assignment:

'Quotations should be relevant to your argument and used judiciously in your text.' (Pears and Shields, 2010, p. 6)

Then in your reference list or bibliography they should be able to find the full bibliographic details by matching the authors' names and the year of publication:

Pears, R. and Shields, G. (2010) *Cite them right: The essential referencing guide*. 8th edn. Basingstoke: Palgrave Macmillan.

5. Examples of the Harvard (author-date) referencing style

There are a wide variety of sources that you might wish to cite beyond printed books, everything from journal and newspaper articles, to live performances, film recordings, web sites, and social networking messages. Below is a list of the common types of sources that you may cite when writing assignments.

This list isn't exhaustive and you may find that you wish to use a source which is not included below. The key principle is that if you should be consistent in applying the style of this reference system to your particular circumstances. You can also ask your module co-ordinator or tutor for advice, and consult the additional resources listed at the end of this guide under the heading 'Further Information'.

Books

Author(s) (year) *Title*. Edition – if not the 1st. Place of publication: Publisher.

Books with a single author

Neville, C. (2007) *The Complete Guide to Referencing and Avoiding Plagiarism*. Maidenhead: Open University Press.

Books with two or three authors

Pears, R. and Shields, G. (2010) *Cite them right: The essential referencing guide*. 8th edn. Basingstoke: Palgrave Macmillan.

Books with more than three authors

Zarilli, P. et al. (2006) *Theatre Histories: An Introduction*. Rev. edn. London and New York: Routledge.

Edited books

Herman, D. (ed.) (2007) *The Cambridge Companion to Narrative*. Cambridge, Cambridge University Press.

Edited books with two or three editors

Crowley, D. & Heyer P. (eds.) (1995) *Communication in History: Technology, Culture, Society*. 2nd edn. White Plains, NY: Longman.

Chapters in edited books

Slater, D. (1997) 'Consumer Culture and the Politics of Need', in Nava, M. et al. (eds.) *Buy this Book: Studies in Advertising and Consumption*. London: Routledge, pp. 51-63.

Translated books

Barthes, R. (1957) *Mythologies*. Translated by Annette Lavers. London: Cape.

Anthologies

Worthen, W. (2003) *The Wadsworth Anthology of Drama*. 4th edn. London: Wadsworth Cengage Learning.

E-books

Benedetti, J. (2004) *Stanislavski: An Introduction*. NetLibrary [Online]. Available at: <http://www.netLibrary.com> (Accessed: 14 August 2019).

Journal Articles

Author(s) (Year) 'Article Title', *Title of Journal*, Vol. no (Part no./Issue/Month), Pages, use p. or pp.

Printed Journal Articles

Leitch, T. M. (1990) 'Twice-Told Tales: the Rhetoric of the Remake', *Literature-Film Quarterly*, 1(3), pp. 138-49.

Journal Articles in Online Collections

Scarpetta, G. and Dolan, J. (1984) 'Richard Foreman's Scenography: Examples from His Work in France', *The Drama Review: TDR*, 28(2), pp. 23-31, *JSTOR* [Online]. Available at: <http://www.jstor.org/stable/1145575> (Accessed: 23 July 2011).

E-Journals

Soffer, O. (2008) 'The eraser and the anti-eraser: the battle over colour television in Israel', *Media, Culture & Society*, 30(6), pp. 759-775 [Online]. Available at: <https://journals.sagepub.com/doi/abs/10.1177/0163443708096092> (Accessed: 17 August 2019).

Newspaper Articles

Author(s) (Year) 'Article Title'. *Newspaper Title*, Day and Month (abbreviated), Pages, use p. or pp.

Newspaper Articles

Davies, L. (2011) 'European farmers expected to flout ban on battery hen cages'. *The Guardian*, 1 September, p. 7.

Online Newspaper Articles

Davies, L. (2011) 'European farmers expected to flout ban on battery hen cages'. *The Guardian*, 31 August [Online]. Available at: <http://www.guardian.co.uk/environment/2011/aug/31/farmers-flout-battery-hen-ban> (Accessed: 2 September 2011).

Nexis UK Articles

Johnson, R. (2013) AT THE MOVIES; A unique view; Stan Brakhage melded a variety of styles to create films that were a visual eyeful yet still emotionally delicate'. *Los Angeles Times*, 17 January [Nexis UK, Online]. Available at: <https://advance.lexis.com/api/permalink/af6ddd63-e69e-4e5f-9323-3bafa95de227/?context=1519360> (Accessed: 1 October 2019).

The internet

Author(s) (Year that the site was published/last updated) 'Title of page', *Title of site*. Available at: URL (Accessed: date).

Webpages

ERIAL Project. (2011) *Ethnographic Research in Illinois Academic Libraries* [Online]. Available at: <http://www.erialproject.org/> (Accessed: 1 September).

Blogs

Manauh, G. (2011) 'Urban Hurricane', *Bldg Blog*, 27 August [Online]. Available at: <http://bldgblog.blogspot.com/2011/08/urban-hurricane.html> (Accessed: 28 August 2019).

Wikis

'Rudolph von Laban' (2011) *Wikipedia* [Online]. Available at: http://en.wikipedia.org/wiki/Rudolf_von_Laban (Accessed: 18 August 2019).

Social Networking Sites

Rebellato, D. (2011) 'Dan Rebellato', *Twitter*, 31 August [Online]. Available at: <http://twitter.com/#!/DanRebellato> (Accessed: 2 September 2019).

YouTube

Robag88 (2011) *Film psychology THE SHINING spatial awareness and set design 1 of 2* [Online]. Available at: http://www.youtube.com/watch?v=0sUlxXCCFWw&feature=player_embedded (Accessed 25 July 2011).

Reddits

Attenborough, David. (2014) 'I am Sir David Attenborough, I'm on reddit, AMA. *Reddit*'. [Online] (Accessed: 27 February 2019).

Audiovisual

Television programmes

Torchwood (2011) BBC One Television, 1 September.

Television programmes viewed online

'Let's Kill Hitler' (2011) *Doctor Who*, Series 6, Episode 8, 27 August [Online]. Available at: <http://www.bbc.co.uk/iplayer/> (Accessed: 29 August).

Box of Broadcasts

The Naked Civil Servant, (2008) BBC4, 80 mins [Online]. Available at: <https://learningonscreen.ac.uk/ondemand/> (Accessed: 22 Oct 2019)

Television Programmes/Series on DVD/Blu-ray

'Two Cathedrals' (2006) *The West Wing*, Series 2, Episode 22. Directed by Thomas Schlamme. Written by Aaron Sorkin. First Broadcast 2001 [DVD]. California: Warner Home Video.

Films

Citizen Kane (1942) Directed by Orson Welles [Film]. California: RKO.

Films on DVD/Blu-ray

Citizen Kane (2004) Directed by Orson Welles [DVD]. California: Universal Pictures.

Sound Recording

'Stuck in the middle with you' (1972), on *Stealers Wheel*, [CD], A&M Records, London. Written Gerry Rafferty and Joe Egan and performed by Stealers Wheel.

On-line Sound Recording

Radio Wales. 2005. *Conversation in Tregaron about accent, dialect and attitudes to language*. [Sound recording]. [Accessed: 15 June 2019]. Available from: <http://sounds.bl.uk/>

Podcast

Hooper, R. (2019) 'How the media sells us gender equality' *The Media Show* [Podcast]. 19 June. Available at: <https://www.bbc.co.uk/programmes/m000610x> (Accessed 12 September 2019).

Live Performances

Plays

Romeo and Juliet by William Shakespeare (2011) Directed by Marcus Romer and Katie Posner [Aberystwyth Arts Centre, Aberystwyth. 19 November].

Performances

Corrieri, A. (2010) *Musical Pieces/Quartet (for Anna Akhmatova)* [Aberystwyth Arts Centre, Aberystwyth. 22 October].

Installations or Art Exhibitions

Boursier-Mougenot, C. (2010) *New commission for The Curve* [Barbican Centre, London. 22 May].

Lectures and Lecture Notes

Lectures

Rabey, D. (2018) *Audience: Shakespeare's Theatre* [Lecture to TP10120]. 19 October.

Lecture Notes on Blackboard

Filmer, A. (2018) 'Week 2: Cultural and Theatrical Competence'. *Analyzing Performance* [Online]. Available at: <http://blackboard.aber.ac.uk> (Accessed: 17 February 2018).

6. Further Information

If you need further help, or if you have any questions about referencing your work then first consult the member of staff for whom you are writing. The 'AberSkills' tab on Blackboard also provides resources to help you improve your skills. The following printed and online sources have been consulted in the preparation of this guide and are highly recommended. Remember that these sources might depart from the style adopted in this guide, in which case you are to adopt the style outlined in this guide. The books listed below can all be found in Hugh Owen Library, in the 'Effective Study Collection' on Level F.

Pears, R. and Shields, G. (2010) *Cite them right: The essential referencing guide*. 8th edn. Basingstoke: Palgrave Macmillan.

Neville, C. (2007) *The Complete Guide to Referencing and Avoiding Plagiarism*. Maidenhead: Open University Press.

Williams, K. and Carroll, J. (2009) *Referencing and Understanding Plagiarism*. Basingstoke: Palgrave Macmillan.

Holland, M. (2006) *BU guide to Citation in the Harvard Style* [Online]. Available from: <https://libguides.bournemouth.ac.uk/bu-referencing-harvard-style/pdf-guide> [Accessed 1 September 2019].

De MontFort University (2009) *The Harvard System of Referencing* [Online]. Available from: <https://www.dmu.ac.uk/documents/about-dmu-documents/partnerships/educational-partnerships/the-harvard-system-of-referencing.pdf> [Accessed 31 August 2019].

Swinburne University of Technology (2019) *Harvard Style Guide* [Online]. Available from: <https://www.swinburne.edu.au/library/referencing/harvard-style-guide/> [Accessed: 30 August 2019].