

Department of Sociology Footnoting and Referencing Guidelines by Dr. Robert Freymeyer

1. All ideas that are not original must be footnoted.
2. If you find an idea in several sources, each source that **you** use must be footnoted.
3. Paraphrasing means taking others' ideas and putting them into your own words. Changing a few words in a sentence is **not** paraphrasing.
4. A few direct quotations are acceptable in a paper as long as they are properly credited.
5. Direct quotations must be placed in quotation marks, and they must be followed **immediately** by a citation giving your **source** of the material including the page number on which the quotation is found.
6. If you are quoting material that has been quoted from another source, you must give both the original citation and the citation for where you found the material (see # 12).
7. As you write your paper, every time you use material from a source you must make your readers aware of the source. Sociologists use citation format instead of traditional numbered footnotes or endnotes to make readers aware of sources.
8. Citations are needed at the end of every section of material obtained from a source and at the end of every direct quotation. Citations are not needed after every sentence.
9. A variety of citation formats are used. You will use the format currently used by the *American Sociological Review*. Details on this format are available in volumes of the *American Sociological Review* or in the *American Sociological Association Style Guide*, fourth edition, 2010.
10. In general, citations will include the author's last name (the author of the particular material cited) followed by the year of publication, a colon, and the page number (or numbers). For example, at the end of a direct quotation you would have the following: " (Jones 2011:22). If you were paraphrasing, you would not have the quotation marks. Note that the sentence punctuation goes after the citation.
11. For two authors, each author's last name is included, for example, (Smith and Jones 2011:454). For three authors, each author's last name should be included the first time the source is cited. Each additional time the source is cited, you should use the first listed author followed by et al. For example, (Jones, Smith, and Freymeyer 2005:78) followed by (Jones et al. 2005:99). For more than three authors, use the first author's last name and et al. for all citations (including the first).
12. For a work cited in another work the following format should be used (Durkheim 1903, cited in Jones 2001:454). Note: your source was Jones who quoted Durkheim.
13. You will frequently have several citations to the same source.
14. At the end of your paper, you need a list of all references cited.
15. The following reference list exemplifies web sources, a journal article, and a book. References should be listed in alphabetic order by the first author's last name. With more than one author, the listing of authors for a reference should follow the order in which they are listed on the publication.

References

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