Referencing Manual

by Ahmed Abu-Zayed

with appendix “Arabic Names and How to Cite Them”

by Paul Auchterlonie
Table of contents

Referencing Manual.................................................................................................................. 1
Table of contents.................................................................................................................. 2
Definitions: .............................................................................................................................. 3
Why Referencing? .................................................................................................................... 4
When do I need to reference? .................................................................................................. 5
Types of referencing: .............................................................................................................. 6
Steps Involved in Referencing: .............................................................................................. 7
The Harvard System .............................................................................................................. 8
General Rules: ....................................................................................................................... 8
Referencing print & non-print sources: .................................................................................. 14
   Citation in the Text: ........................................................................................................... 14
   Reference List: .................................................................................................................. 35
Referencing online sources: ................................................................................................. 61
   Citation in the Text: ........................................................................................................... 61
   Helpful Hints..................................................................................................................... 67
   Reference List: .................................................................................................................. 68
Arabic Names and How to Cite Them.................................................................................... 75
**Definitions:**

Referencing: is a standardised method of acknowledging sources of information and ideas that you have used in your writing a piece of work in a way that uniquely identifies their source. Direct quotations, facts and figures, as well as ideas and theories, from both published and unpublished works must be referenced.

Citing references: When writing a piece of work you will need to refer in your text to material written or produced by others. This procedure is called citing or quoting references.

Consistency and accuracy are important to enable readers to identify and locate the material to which you have referred. The same set of rules should be followed every time you cite a reference.

Reference list: only includes sources that are cited in the text.

Bibliography: A list which consists of sources that are cited in the text and relevant sources that are not cited in the text.
Why Referencing?
Referencing is necessary to avoid plagiarism, to verify quotations, and to enable readers to follow-up and read more fully the cited author’s arguments. Also, to enhance the credibility of the information in your text.
When do I need to reference?

A Reference is required when you:

1. **Quote another person word for word** (direct quotation). It doesn't matter whether it is a phrase, sentence or paragraph, you will need to provide a reference from which it was taken.

2. **Paraphrase or summarise.** Ideas or data obtained from another writer must be referenced even if you have changed the wording and/or content.

3. **Use statistics.** (e.g. population)

4. **Use tables, figures, diagrams and appendices.** The source of these must be acknowledged unless they are entirely from your own research work.

5. **Use controversial facts, opinions, or a date which might be challenged.** However, information of a general nature such as facts which are common knowledge e.g. the years of World War II do not need to be referenced.

Please note that whilst Library staff can direct students to the location of referencing guides either online or in print, they cannot give specific advice to students on how to reference, as this is the role of academic staff, many of whom have specific preferences for citing. Please contact the appropriate academic staff member to clarify any referencing issues you may have.
Types of referencing:

Vancouver style (Numeric Method)
The Vancouver system differs from Harvard by using a number series to indicate references. Bibliographies list these in numerical order as they appear in the text. The main advantage of the Vancouver style is that the main text reads more easily, and some editors consider this to be less obtrusive. Additionally, references in the bibliography are directly correlated to numbers, saving the reader time in searching alphabetically for the first author of a reference.

Vancouver style is so named as it is based on the work of a group, first meeting in Vancouver in 1978, which became the International Committee of Medical Journal Editors (ICMJE).

Harvard style (Author Date Method)
This system uses the author's name and date of publication in the body of the text, and the bibliography is given alphabetically by author.
Steps Involved in Referencing:

1. Note down the full bibliographic details including the page number(s) from which the information is taken.
   a. In the case of a book, ‘bibliographical details’ refers to: author/editor, year of publication, title, edition, volume number, place of publication and publisher as found on the front and back of the title page. (Not all of these details will necessarily be applicable).
   b. In the case of a journal article the details required include: author of the article, year of publication, title of the article, title of the journal, volume and issue number of the journal, and page numbers.
   c. For all electronic information, in addition to the above you should note the date that you accessed the information, and database name or web address (URL).

2. Insert the citation at the appropriate place within the text of the document (see examples below).

3. Provide a reference list at the end of the document (see examples below).
The Harvard System

General Rules:

- Quoted, paraphrased or summarised work
- Rules about authors
- Quotations
- Page numbers in the textual reference
- Date variations
• All statements, opinions, conclusions etc. taken from another writer’s work should be cited, whether the work is directly quoted, paraphrased or summarised.
• **Rules about authors**
In the Harvard System cited publications are referred to in the text by giving the author’s surname and the year of publication (see, **Citation in the Text**) and are listed in a bibliography at the end of the text (see **Reference List**).

The person or organisation shown most prominently in the source as responsible for the content in its published form should be given. For certain kinds of work, e.g. dictionaries or encyclopaedias, or if an item is the co-operative work of many individuals, none of whom have a dominant role, e.g. videos or films, the title should be used instead of an originator or author.

Sometimes a work will bear the name of a **sponsoring organisation** in addition to the names of individual authors. In this case, treat the organisation as the author of the work, structuring your reference according to the rule in the section on The Reference List.

You can use a well-known shortened form of an organisation's name (e.g. ESCWA or AMF) in both the textual reference (for the sake of space) and the reference list **provided** you include an alphabetical list of all abbreviated names used. Place this before the reference list. Remember that the name you use in the textual reference must match the name you use in the reference list.
Quotations
Quotations shorter than 30 words can be integrated into the text of your essay but must be placed within *single* quotation marks. Quotations that are more than 30 words are not enclosed within quotation marks. They must be *set apart* in the text in the following way:
- decrease the font size of the quote by one size;
- leave a one line space above and below the quote; and
- indent the entire quote on the left hand side (one centimetre, as a rough guide).
Always introduce a long quotation by a colon, as in the following example:

De Raeve (1998, p. 488) is of the opinion that:

Nursing cannot require of individual nurses that they wholeheartedly sacrifice personal for professional integrity, since this would lead to the depersonalization of the individual and to individuals becoming the tools of the group. This, it might be said, was what happened to prison camp guards in Nazi Germany, where integrity might have been construed purely as loyalty to the regime and obedience to authority, thereby, many would say, undermining its very nature.

This argument may be especially pertinent where nurses are employed by the state.

If you leave out a word or words from a quote, insert three trailing dots in place of the missing words. Make sure the original meaning remains the same with the word(s) taken out.

According to Boyd (1998, p. 1003), "through social support a person ... feels helped, valued, and in personal control ..."

Here the first set of dots replace the word *also*. The dots at the end of the quote indicate that only part of the original sentence was used.
• **Page numbers in the textual reference**

Always give the relevant page number(s) in the textual reference whenever you quote or paraphrase information found in a *print source* (e.g. journal article, book, government publication, conference proceedings). This makes it easier for someone to trace the relevant passage within the publication. Page numbers are not required if you are only referring to a particular work.

Do not include page number information in the textual reference when referencing an *electronic source*, unless this source is a PDF file.
• **Date variations**

Occasionally a publication will not have a clear-cut publication date for you to use in your reference. You need to communicate this to your reader by using one of the following conventions. Remember that whatever you use in the textual reference you must also use in the reference list.

- No date on publication-use the abbreviation *n.d.* for *no date*
- Date only approximate-precede the approximate date with a lowercase *c* for *circa*
- Dubious date-precede a questionable date with a question mark (e.g. Jones ?1899)
- An unpublished work-give the abbreviation *unpub.* in place of a date if a work is unpublished. (This does not apply to personal communications.)
Referencing print & non-print sources:

Citation in the Text:

Also called in-text references. When you use another’s ideas you should immediately acknowledge your sources. Always give the surname of the author and the date of publication. If you are referring to the general theme of the book, page numbers are unnecessary. Where you are quoting or referring to figures or data, page numbers must be included. However many of academics may insist on page numbers to be in citations. Examples follow:-

The concept of Arab nationalism started with ….. (Ayubi 1995, p. 223).

Ayubi (1995, p. 223) argues that the concept of Arab nationalism started with …..

Click on the items below for examples:

1. When volumes, sections or equations are needed
2. Two or three authors
3. More than three authors
4. Multiple citations of the same author
5. Two authors, same surname
6. More than one work cited
7. Personal communications
8. Encyclopaedias and dictionaries (if no author is evident)
9. Editors
10. Unpublished works
11. No date or approximate date
12. Anonymous (author)
13. No personal author, sponsored by corporate body
14. Newspapers
15. Citations from secondary sources
16. The Holy Books
17. Motion pictures, videos, DVDs and television and radio programs
18. CD-ROMs
19. Legislation
20. Direct quotations
When volumes, sections or equations are needed

(Jessor 1989, vol. 2, p. 23)


(Jessor 1989, sec. 2)

(Jessor 1989, eq. 3)
Two or three authors

(Stansfield & Anderson 2004)

Stansfield and Anderson (2004) theorized that...

(Boyd, Smith & Eberle 1995)

Boyd, Smith and Eberle (1995) found...

**Note:** The ampersand is used when the authors’ names are in brackets.
More than three authors

Use the first author only followed by 'et al.' For example, a work by Carter, Morton, Duncan-Kemp and Redding becomes:

Carter et al. (1989) discussed library search methods.

A range of search methods (Carter et al. 1989) were discussed.

Note: Names of all the authors must be given in the list of references.
Multiple citations of the same author

Arrange in chronological order, and use suffixes to distinguish works published in the same year.

Brown (1980, 1983a, 1983b) theorized ...

Brown (1983a, p. 21; 1983b, p. 85) theorized ...
Two authors, same surname

Initials are included to distinguish.

The theory was propounded by AE Smith (1981), but has been refuted since (Smith, BR 1985).
More than one work cited

(Larsen 1971; Haddon 1969)
**Personal communications**

Initials are included.


MK Larsen (1983, pers. comm., 1 May) said...

**Note:** Personal communications are not included in the list of references at the end.
Encyclopaedias and dictionaries (if no author is evident)

*The concise Oxford dictionary of current English* (1990) defines it as ...

*(The Cambridge encyclopaedia of the English language* 1995)

**Note:** There is then no need for an entry in the reference list.
(eds. Hopwood & Grimwood-Jones 1972)

... edited by Hopwood and Grimwood-Jones (1972)
Unpublished works

(Crowley, unpub.)

Crowley (unpub.) argues that...
No date or approximate date

Donovan (n.d.) revealed ...

Harris (c. 1751) said ...
Anonymous (author)

_Islam and development: religion and sociopolitical change_ (1980) reveals this to be false.

This was not so in seventeenth-century _Islam and development: religion and sociopolitical change 1980_

... as reported in _ATSIC News_ (2002)

This is a common misconception _ATSIC News 2002_

**Note:** Do not use 'Anonymous' or 'Anon'.
No personal author, sponsored by corporate body

(OPEC Fund 1982)

A publication of Ministry of Information, Kuwait (1977) is ...

Note: Abbreviations such as OPEC Fund may be used in textual references. The abbreviation should then be used for all in-text citations of that body and the reference list should provide a cross-reference:

OPEC Fund - see Organization of the Petroleum Exporting Countries Fund.
Newspapers

If authors are given, use the principles already stated.

If there is no author, provide all the details in the in-text citation. Examples:

(Al-Ahram weekly 7-13 Jan. 1997, p. 19)

... in the International Herald Tribune (24 January 2000, p. 12).

(Financial Review 18 January 2000, editorial)

Note: There is no need for an entry in the reference list. If a work contains frequent references to newspaper material, it may be best to abbreviate the newspaper titles. SMH, for example, could replace Sydney Morning Herald. The abbreviation, like the full title, is italicised.
Citations from secondary sources

Brown (cited in Smith 1995) reported...

(Brown, cited in Smith 1995)

Note: In the reference list provide the details of the author who has done the citing:

Smith, J 1995, ...

Details of the work of the author being cited - in this example, Brown - can be included if useful or of interest.
The Holy Books

Psalms 23:6-8

Quran 2:256
Motion pictures, videos, DVDs and television and radio programs

In-text references should contain the title (in italics) and date of production.


(*The house of Saud* 2004)
CD-ROMs

In-text references should contain the title (in italics) and date of the CD-ROM.


Legislation

The titles of pieces of legislation should be cited exactly. Neither spelling nor capitalisation should be altered to suit the referencing style. Articles (a, an or the) should not be omitted.

Legislation is only included in a list of references if it is important to the understanding of the work (preferably in a separate list under the subheading 'Legislation'). Most Acts and Ordinances have a short, formal title that can be used for citation purposes. First references should always cite this short, formal title in italics (exactly and in full) and subsequent references can be shown in roman script (not italics) with the date omitted.

... the Environment Protection (Impact of Proposals) Act 1974 ...

... the Environment Protection (Impact of Proposals) Act ...

There are two ways of clarifying jurisdiction. For works referred to infrequently, make it obvious in the text.

Victoria's Equal Opportunity Act 1995 prohibits...

Otherwise, place information in parentheses and in roman script after the date.

...Act No. 6 of 1976 re: Abu Dhabi Chamber of Commerce & Industry 1976 (Abu Dhabi)...

Acts of the parliaments of other nations should be presented in roman script.

...Federal Act No. 8 for 1973 concerning civil service in federal government 1973 (United Arab Emirates)...

Bills are presented in roman type because they are, in effect, 'unpublished' at that stage.

... Anti-terrorism Bill 2004...
Direct quotations

Brief quotations (about 30 words or less) can be included in text. Use single quotations marks.

Stewart (1982, p. 6) said: 'Engineers are vital to the survival of the planet'.

'Engineers are vital to the survival of the planet' (Stewart 1982, p. 6).

Lengthy quotations are given in separate paragraphs which are usually indented from the text margin and set in smaller type. No quotation marks are used. Citations are as above.
Reference List:

At the end of your assignment, place a list of the references you have cited in the text. Arrange this in alphabetical order of authors' surnames, and chronologically for each author, where more than one work by that author is cited. The author's surname is placed first, followed by initials or first name, and then the year of publication is given. If the list contains more than one item published by the same author in the same year, add lower case letters immediately after the year to distinguish them. For example "1983a". Where an item doesn't have an author arrange it by its title.

Click on the items for examples:

1. Book, 1 author
2. Book, 2 authors or more
3. Book, anonymous
4. Multiple books by same author
5. Multiple books published in the same year by same author
6. Edited book
8. Chapter or article in an edited book
9. Chapter or article in a book – no author
10. Article cited in a book
11. Corporate author
12. Personal communications
13. Encyclopaedias and dictionaries (if no author is evident)
14. Journal article
15. Journal article, more than one author
16. Journal article, no author
17. Newspaper article
18. Newspaper article no author
19. Conference paper
20. Press release
21. Microform
22. Motion pictures, videos and DVDs
23. Television and radio programs
24. CD-ROMs
25. Legislation
Book, 1 author

<Surname>, <First name or initials> <year>, <Title>, <Place of publication>, <Publisher>.

Book, 2 authors or more

<Surname1>, <First name or initials1> & <Surname2>, <First name or initials2> <year>, <Title>, <Place of publication>, <Publisher>.

Book, anonymous

<Title> <year>, <Place of publication>, <Publisher>.

Islam and development: religion and sociopolitical change 1980, Syracuse, NY, Syracuse University Press.
Multiple books by same author

List them chronologically.

Amin, Galal A 1972, *Urbanisation and economic development in the Arab World*, Beirut, Beirut Arab University.

Multiple books published in the same year by same author

List them in alphabetical order by title.


Edited book

<Editor surname>, <First name or initials> (ed.) <year>, <Title>, <Place of publication>, <Publisher>.

Hopwood, Derek & Grimwood-Jones, Diana (eds.) 1972, Middle East and Islam: a bibliographical introduction, Zug, Inter-Documentation.
Chapter or article in an edited book

<Surname>, <First name or initials> <year>, ‘<Chapter or article title>’, in <Editors’ names> (eds.), <Book title>, <Place of publication>, <Publisher>, <pages>.

Chapter or article in a book – no author

'Chapter or article title' <year>, in Editors' names (eds.), Book title, Place of publication, Publisher, pages.

Article cited in a book

<Surname>, <First name or initials> <year>, 'article title', <Journal title>, <volume>, <issue>, <pages>, quoted in <Author surname>, <First name or initials> <year>, <Book title>, <Place of publication>, <Publisher>, <page>.

Corporate author

<Corporate name> <year>, <Title>, <Place of publication>, <Publisher>.

Ministry of Information (Kuwait) 1977, Ensuring social justice for all, Kuwait, Ministry of Information.


Personal communications

All of the details are provided in the in-text citation and there is then no need for an entry in the reference list.
Encyclopaedias and dictionaries (if no author is evident)

All of the details are provided in the in-text citation and there is then no need for an entry in the reference list.
Journal article

<Surname>, <First name or initials> <year>, 'article title', <Journal title>, <volume>, <issue>, <pages>.

Journal article, more than one author

<Surname>, <First name or initials> & <Surname>, <First name or initials> <year>, 'article title', <Journal title>, <volume>, <issue>, <pages>.

Journal article, no author

'<article title>' <year>, <Journal title>, <volume>, <issue>, <pages>.

Newspaper article

<Surname>, <First name or initials> <year>, ' <article title> ', <Newspaper title>, <Date>, <pages>.

Newspaper article no author

All of the details are provided in the in-text citation and there is no need for an entry in the reference list.
Conference paper

<Surname>, <First name or initials> <year>, 'Paper title', <Conference title>, <Place of publication>, <Institution or association name>, <pages>.

Press release

<Surname>, <First name or initials> <year>, ‘<Article title>’, <Press release title>, <Place of publication>, <Institution or organisation name>, <Date>.

Microform

<Surname>, <First name or initials> <year>, <Title>, <Place of publication>, <Publisher>, <Microform type>.


Compiled & edited by A. A. Zayed. Revised by J.P.C. Auchterlonie.
Motion pictures, videos and DVDs

The following details should be provided in a reference list - title, date of recording, format, publisher, place of recording. Any special credits and other information that might be useful can be noted after the citation.

<Title> <year>, <Format>, <Place of recording>, <Publisher>, <Other information>.

Fahrenheit 9/11 2004, DVD, Culver City, California, Columbia TriStar Home Entertainment, Written, produced and directed by Michael Moore.

Television and radio programs

>Title> <year>, <Format>, <Place of recording>, <Publisher>, <Date>.

For those who want to know: the troubled Middle East 1958, television program, Manchester, Granada TV Network Ltd, 11-11.30 pm on 22nd, 23rd and 24th July.

CD-ROMs

The bibliographic details are the same as those required for films, videos and DVDs.

<Title> <year>, <Format>, <Place of recording>, <Publisher>, <Other information>.

Legislation

The titles of pieces of legislation should be cited exactly. Neither spelling nor capitalisation should be altered to suit the referencing style. Articles (a, an or the) should not be omitted.

Legislation is only included in a list of references if it is important to the understanding of the work (preferably in a separate list under the subheading 'Legislation').

Even if viewed electronically, legislation is generally referenced as if in print (unless only available electronically).

Acts

<Name of Act> <Year> <(Jurisdiction)>


Federal Act No. 8 for 1973 concerning civil service in federal government 1973 (United Arab Emirates)

Bills

<Name of Bill> <Year> <(Legislative Body)> (no italics)

Anti-terrorism Bill 2004 (House of Commons)
Referencing online sources:

Citation in the Text:

Also called in-text references. When you use another’s ideas within the text of your assignment you should immediately acknowledge your sources. Follow the same order for citing online sources in text, as you do for citing printed sources, e.g. surname of the author followed by the year of publication.

Click on the items below for examples:

1. Journal article
2. Web Site
3. Web document (author known)
4. Web document (no author)
5. Electronic books
6. Helpful Hints
**Journal article**

To cite a journal within the text of an assignment, use only the name of the author(s), followed by the year of publication.

Griffith (1995)
Web Site

To cite a Web site within the text of an assignment, use the name of the person or organisation responsible for the site (author) and the date of the site's creation or most recent update.


Web addresses can be given directly in the text using angle brackets (< >) to isolate them from any sentence punctuation.

Web document (author known)

To cite a document from a Web site within the text of an assignment, editor or compiler and the date on which the document was created or last revised.

Al-Manaai (2002)

As with Web sites, the full address of a document within a Web site can be provided in the text. It is sufficient, however, to provide only the address of the Web site.

Details are available from the Arab Monetary Fund <http://www.amf.org.ae/vEnglish/default.asp>.
Web document (no author)

To cite a document from a Web site within the text of an assignment, where the author is unknown, give the title of the document followed by the date of creation or most recent revision.

*Iran votes in leadership showdown* (2005).
Electronic books

To cite an electronic book within the text of an assignment, follow the examples listed in the other guide (Harvard Style - Referencing print & non-print sources) for print books.

According to Wallis Budge (2004)...

... these conclusions have since been questioned (Maykut & Morehouse 1994)
Helpful Hints

- You must specify the date on which you accessed the item, since Web documents can change or disappear at any time.
- If a Web document includes both a date of creation and a date it was last updated, use only the date it was last updated.
- If you find a document on the Web which is a series of linked pages, use the information from the main or "home" page.
- If you have trouble identifying the title, look at the top of the Web page above FILE on your browser.
- The date a Web document was created is usually listed right at the bottom of the document.
Reference List:

At the end of your assignment, place a list of the references you have cited in the text. Arrange this in alphabetical order of authors' surnames, and chronologically for each author, where more than one work by that author is cited. The author's surname is placed first, followed by initials or first name, and then the year of publication is given. If the list contains more than one item published by the same author in the same year, add lower case letters immediately after the year to distinguish them. For example "1983a". Where an item doesn't have an author arrange it by its title.

The Harvard style requires the second and subsequent lines of the reference to be indented, to highlight the alphabetical order.

Click on the items below for examples:

1. Journal articles
2. Newspaper articles
3. Electronic mail
4. World Wide Web
5. Online Images
6. E-books
**Journal articles**

**Journal article on the WWW**

<Surname>, <First name or initials> <Year>, 'Article title', <Journal Title>, <volume>, <issue>, viewed <Day> <Month> <Year>, <URL>.


**Full-text journal article in electronic database**

<Surname>, <First name or initials> <Year>, 'Article title', <Journal Title>, <volume>, <issue>, <pages (if given)>, viewed <Day> <Month> <Year>, <Database name>, <item number (if given)>.

Newspaper articles

Newspaper article in electronic database

<Surname>, <First name or initials> <Year>, '<Article title>', <Newspaper Title>, <Day> <Month>, <page number (if given)>, viewed <Day> <Month> <Year>, <Database name>, <item number (if given)>.


Newspaper article on the WWW

<Surname>, <First name or initials> <Year>, '<Article title>', <Newspaper Title>, <Day> <Month>, <page number (if given)>, viewed <Day> <Month> <Year>, <URL>.

Electronic mail

Discussion list message

<Surname>, <First name or initials> <Author's details - usually an e-mail address> <Year of posting>, '<Subject/title of posting> ', <description of posting>, <discussion list Owner>, viewed <Day> <Month>, <URL>.

Wilson, D <wilsond@rocketscience.com.au> 2003, 'Using the Web to your advantage', discussion group, National Computer Network, viewed 28 January, <NETTRAIN@ubvm.cc.buffalo.edu>.

Personal e-mail

In-text references to e-mails are dealt with in the same way as in-text references to other types of personal communication and in general, it is not necessary to provide further details. If there are occasions where readers will be keen to pursue the subject, the e-mail address can be provided in the reference list.

Please note: E-mail addresses should never be cited without the permission of the owner of the address.

<Surname>, <First name or initials> <Year of posting>, email, <Day> <Month>, <e-mail address>.

Davis, A 2002, email, 24 April, <davis@exeter.ac.uk>.
**World Wide Web**

**Web document**

<Author/editor or compiler> <Year of the most recent version>, <Title>, <version number (if applicable)>, <description of document (if applicable)>, <place and name of the sponsor of the source>, viewed <Day> <Month> <Year>, <URL either full location details or just the main site details>.


**Web document (no author)**

<Title> <Year>, <version number (if applicable)>, <description of document (if applicable)>, <place and name of the sponsor of the source>, viewed <Day> <Month> <Year>, <URL either full location details or just the main site details>.


**Web document (no publication date)**

<Author/editor or compiler> n.d., <Title>, <version number (if applicable)>, <place and name of the sponsor of the source>, viewed <Day> <Month> <Year>, <URL either full location details or just the main site details>.


**Web site**

<Author (the person or organisation responsible for the site)> <Year (that the site was created or last revised)>, <place and name of the sponsor of the source>, viewed <Day> <Month> <Year>, <URL>.

Online Images

E-books

<Author> <Year (of creation or last revision)>, <Book title>, <edition/version (if applicable)>, <place and name of the sponsor of the source (place, publisher)>, viewed <Day> <Month> <Year>,<URL either full location details or just the main site details>.


Chapter in an e-book.

<Author> <Year (of creation or last revision)>, 'Chapter title', in <editor(s)> (eds.), <Book title>, <place and name of the sponsor of the source (place, publisher)>, viewed <Day> <Month> <Year>, <URL either full location details or just the main site details>.

1 : Introduction

When citing Western authors, it usually sufficient to look at the title-page of the book or the heading of an article to decide how to enter an author’s name in your list of references. Citing Arabic and Islamic names is a much difficult issue, due to the complexity of Arabic name structure and the fact that a different script is being used. When working your way through a course of reading, you can find the same person cited in a variety of ways, for instance, Avicenna, Abu `Ali Ibn Sina, and Ibn Sinâ, al-Ḥusayn ibn ‘Abd Allâh, to use an example from the pre-modern age, or Mahfûz, Najûb and Mahfouz, Naguib, to cite a contemporary Arab author. So, how do you decide which form to use in your List Of References?

The answer is that there are no hard and fast rules, only some guidelines:

1. If you are working on pre-modern (pre-1850) authors, it is best to cite their names in a transliterated form. Transliteration is a system whereby the characters of one language are converted into the characters of another according to strict rules, often with the use of diacritics (marks above or below a letter such as a subscript dot or an acute accent, although your lecturer may not insist on the full set of diacritical marks). Information about different transliteration schemes is given below (section 2), as is guidance on how to structure Arabic and other pre-modern Islamic names (sections 3-5).

2. If you are working on modern literary authors, who write in a language which uses the Arabic script, it is preferable to use a transliterated form in your list of references, e.g. use Mahfûz, Najûb rather than Mahfouz, Naguib, Hidayat, Šâdiq, rather than Hedayat, Sadegh.

3. If you are working on modern political or religious characters who have written in an Arabic script language, you may find that they have an established form in the English-speaking world which does not conform to any...
rules of transliteration, e.g. Ayatollah Khomeini and Saddam Hussein. In this case you have a choice between the established popular form and the transliterated form.

4. If you are working in the field of film or performance arts, convention dictates that the popular form of a person’s name may be used, for example, Kiarostami, Abbas rather than Kiyārūstami, ‘Abbās or Chahine, Youssef rather than Shāhīn, Yūsuf. The use of a transliterated form would never be deemed incorrect, however.

2 : Transliteration

While transcription is the process of converting the sounds of one alphabet into another, transliteration is the process of converting the characters of one alphabet into another. When the process involves transliterating into the Latin alphabet (as is usually the case), you will also find the process called romanization.

The purpose of transliteration is to enable the reader to convert the words of one alphabet accurately, consistently and unambiguously into another alphabet, and is used in bibliographies, lists of references and catalogues by scholars and librarians.

There are various systems in common use for transliterating Arabic-script languages into Latin/Roman script. Almost all English-speaking libraries use the schemes developed by the Library of Congress (ALA-LC) (http://www.loc.gov/catdir/cpso/roman.html) which supply tables and rules for transliterating from Arabic, Armenian, Azerbaijani, Georgian, Hebrew and Yiddish, Kurdish, Ottoman Turkish, Persian, Pushtu, Uighur and Urdu. Many European libraries use the International Standards Organisation (ISO) schemes, which differ considerably from ALA-LC. Scholars use a variety of schemes, some homegrown, others developed from the ALA-LC, ISO, or other resources such as the Encyclopaedia of Islam or the International Journal of Middle East Studies. For a comparative study of Arabic transliteration schemes, see http://en.wikipedia.org/wiki/Arabic_transliteration#Comparison_table.

Be warned that newspapers, websites and popular books hardly ever use transliteration, but rely on an approximate transcription of the sound of the Arabic word or the author’s name.

The important aspect of transliteration is to be consistent. Choose one scheme, make sure you understand it, and stick to it. Not all your teachers will require every diacritic (a mark above or below a letter such as a subscript dot or an acute accent) to be entered, but if you are quoting from an Arabic, Persian or Kurdish author, then they would expect to find the form Muhammad, rather than unscholarly variants such as Mohammed or Mahomed.
3 : Classical Arabic Names

The structure of Classical Arabic names is complex. Some names are made up of fifteen or even twenty words, and it can be baffling at first glance to determine how to put the various elements in the right order. Basically, the full classical Arabic name may consist of a kunya (father of, or mother of), the ism or given (first) name, the nasab or father’s (and often grandfather’s) name, several nisbahs, which can indicate a person’s profession, a legal school or madhhab, a place of origin, residence or study, and a tribal lineage, and a laqab (an honorific title or a nickname). Any one of these elements can become the `urf (customary name – sometimes also called the shuhrah, or best-known name), and examples of well-known pre-modern Arabic authors whose `urf consists of kunya, ism, nasab, nisbah and laqab (or a combination of two or more) are given below.

So, how do you determine the `urf?

a) You can check the name in the bibliography of a scholarly book, particularly one which uses transliteration, but as mentioned above in the Introduction, different academics will quote the same Islamic author is widely divergent ways.

b) You can check in Exeter University Library catalogue, which uses the best-known name in Library of Congress transliteration (However, note that you should alphabetize any name beginning al- with the following letter, e.g. enter al-Fārābī under F, not as the Library catalogue does under al-F – this anomaly is due to an ineradicable computer glitch).

c) You can look in the Encyclopaedia of Islam (but beware that the Arabic letter Jim is transliterated by EI2 as DJ and the Qaf as K with a subscript dot). If you cannot find the name in the main volumes of EI2, try the paperbound Index of Proper Names.

d) An online source much beloved of librarians, because it refers to the best-known name from almost all the variant forms (provided they are correctly transliterated ) is the Library of Congress Authority List (http://authorities.loc.gov). Note that the Library of Congress, like most other online library catalogues, does not use al- as a filing element in front of the author’s name.

e) There are numerous hard-copy reference sources, such as Carl Brockelmann’s Geschichte der Arabischen Litteratur (Leiden, 1937-49), and Fuat Sezgin’s Geschichte des Arabischen Schrifttums (Leiden, 1967-84), but these are unlikely to be required except for the most extreme and obscure cases.
Once you have established the ‘urf, it is customary to follow this by the author’s given name (ism) and the name of his father (nasab) joined by the word ibn (son of – also written bin) or bint (daughter of) in the case of a woman, e.g.,

Ibn Rushd, Muḥammad ibn Aḥmad.

although you will find many cases where ‘urf is followed by a laqab or a kunya, e.g.,

al-Suyūṭī, Jalāl al-Dīn.  
al-Bīrūnī, Abū al-Rayḥān.  
al-Fārābī, Abū Naṣr.

Examples of Classical Arab Names (taken from the Library Catalogue)

**Kunya**

Abū Makhramah, al-Ṭayyib ibn ‘Abd Allāh.

**Kunya + Nisbah**


**Ism + Nasab**

Mālik ibn Anas  
‘İyāḍ ibn Mūsā.  
al-Khirniq bint Badr.

**Ism + Nasab + Nisbah**

‘Abd Allāh ibn al-Zabīr, al-Asadī.  
‘Amr ibn Sha’s, al-Asadī.  
Ṭufayl ibn ‘Awf, al-Ghanawī.
Nasab

Ibn al-Aḥmar, ‘İsmā‘il ibn Yūsuf.

Nasab + Nisbah


Nisbah (profession)

al-Warrāq, Muḥammad ibn Hārūn.
al-Ḥarīrī, al-Qāsim ibn ‘Alī.
al-Zayyāt, al-Ḥusayn ibn Biṣṭām.

Nisbah (legal)

al-Ḥanāfī, Mullā Ḥusayn ibn Iskandar.
al-Ḥanbalī, Rāshid ibn ‘Alī.

Nisbah (geographical)

al-Shīrāzī, Ibrāhīm ibn ‘Alī.
al-Bukhārī, Muḥammad ibn Ismā‘il.

Nisbah (tribal)

al-Azdi, Yazīd ibn Muḥammad.
al-‘Āmirī, Muḥammad ibn Yūsuf.
al-Qurašī, Muḥammad ibn Abī al-Khaṭṭāb.

Compound Nisbah

al-Qaffāl al-Shāshī, Muḥammad ibn Aḥmad.

Laqab (honorific – alone or compound)

Niẓām al-Mulk.
Laqab (nickname – alone or compound)

al-Jāḥīz, ‘Amr ibn Ba_hr.
al-A’mā al-Tuṭīlī, Aḥmad ibn ‘Abd Allāh.

4 : Modern Arabic Personal Names and Corporate Authors

Surnames are a relatively recent phenomenon across the Islamic world and modern Arabic names only came into existence towards the end of the 19th century. It is now accepted practice, particularly in the West, to treat the final element of a person’s name as a surname and the first as a forename, so it is now correct to cite Ṭāḥā Ḥusayn.as Ḥusayn, Ṭāḥā, although you will find Ṭāḥā Ḥusayn in older books and catalogues. The Western obsession with the surname can lead to some strange coinages, for example Saddam Hussein’s full name is Ṣaddām ibn Ḥusayn al-Ṭikrīṭī, yet it is now standard to cite him by his father’s given name (Ḥusayn) as a surname. (Most second forenames indicate the father’s name, which is why names such as Aḥmad can be found as the second element in women’s forenames). Similarly, the form of given name ʿAbd (slave/servant of), followed by one of the ninety-nine names of God, should never be split from the element which follows it, although most Westerners still cite Jamāl ʿAbd al-Nāṣir (wrongly) as Nasser. Finally, determining how the Arabic short vowels should be written can be also problematic in modern Arabic names (is it al-Kawnī or al-Kūnī, al-Qa'id or al-Qu'ayd, or even al-Qu'ayyid?). In the light of all these problems, you should use the resources cited above, particularly A, B, and D, to establish the correct form of citation.

Examples of Modern Arabic Names (taken from the Library Catalogue)

Idrīs, Yūsuf.
al-Sa'dāwī, Nawāl.
al-Quṣaybī, Ghāzī ʿAbd al-Raḥmān.
Jamāl al-Dīn, Muḥammad al-Sa'id.
al-ʾAṭraqī, Wājidah Majīd ʿAbd Allāh

Corporate Authors

Middle Eastern government ministries, companies, universities and other organizations all issue publications, and if you need to quote such an author in
your list of references, you can do so either using a transliterated version of the corporate author (but the country should be in the conventional English version), or use the translation as found on the title-page or in the text.

Examples

Majlis al-Ta‘āwn li-Duwal al-Khalij al-‘Arabīyah. OR
Gulf Cooperation Council.

Saudi Arabia. Wizārat al-Khārijīyah. OR
Saudi Arabia. Ministry of Foreign Affairs.

Shirkat Naft al-Baḥrayn. OR
Bahrain Petroleum Company.

Jāmi‘at al-Qāhirah. OR
Cairo University.

Whichever system you decide to adopt, you must remain consistent and not swap between transliterated and translated versions of corporate authors.

5: Arabic-Script Names in Other Languages

There has been a tendency to transliterate other languages which use the Arabic script almost as if they were Arabic, which has led to forms of name which are far distant from the way the words are pronounced. Persian (particularly Farsi) has suffered in this respect, since the ALA-LC transliteration table cited above does not use the vowels e or o. For a scientific system which does use the extra vowels, see the Encyclopaedia Iranica.

Classical Persian names follow many of the same rules as Classical Arabic names (although the use of the takhallus or pen-name is much more common), and the same resources cited above will help to determine how an author should be cited. There are more compound (double-barrelled) names in modern Persian than in Arabic, but modern Iranian names basically behave as modern Arabic ones.

For Ottoman Turkish names, it is now common to use modern Turkish orthography and this is the form you will find in most Anglo-American library catalogues. Modern Turkish follows mainly Western patterns of nomenclature. Islamic names from South Asia have been particularly prone to the Western desire to create surnames, although the forms of the names do not always lend
themselves to this practice. Be guided here by specialist resources, particularly the Library of Congress Authority List.

Examples of Persian and Turkish Names (taken from the Library Catalogue)

Classical Persian Names

‘Aṭṭār, Farīd al-Dīn.
Nāṣir-i Khusraw.
Sanā’ī, Majdūd ibn Ādam.
Sa’dī.

Modern Persian Names

Hidāyat, Şādiq.
Javādī Ḥusaynī, Muḥammad Akbarī.
Sadīd al-Saṭṭanah, Muḥammad ‘Alī.

Ottoman Turkish Names

Evliya Çelebi.
Fuzuli.
Piri Reis.

Modern Turkish Names

Ökte, Ertuğrul Zekâi.
İhsanoğlu, Ekmeleddin.
Kemal, Yaşar.

Further Reading


If you have any doubts about how to cite any particular Islamic name, then check with the Subject Librarian for Middle Eastern & Islamic Studies, Paul Auchterlonie: email: J.P.C.Auchterlonie@exeter.ac.uk; tel.: (26)4051.