Referencing Manual

by Ahmed Abu-Zayed

with appendix "Arabic Names and How to Cite Them"

by Paul Auchterlonie

Compiled & edited by A. A. Zayed.
Revised by J.P.C. Auchterlonie.

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Table of contents

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 Direct quotations, facts and figures, as well as ideas and theories, from both published and unpublished works must be referenced.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.

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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.

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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.

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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.

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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).

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The Harvard System

General Rules:

- Quoted, paraphrased or summarised work
- Rules about authors
- Quotations
- Page numbers in the textual reference
- Date variations

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- All statements, opinions, conclusions etc. taken from another writer's work should be cited, whether the work is directly **quoted, paraphrased or summarised**.

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- **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:

  o decrease the font size of the quote by one size;
  o leave a one line space above and below the quote; and
  o 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.
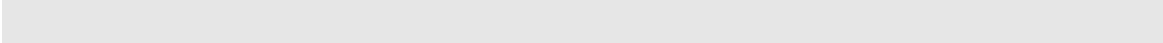
- **Page numbers in the textual reference**

  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.

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- **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.

- o No date on publication-use the abbreviation **n.d.** for *no date*
- o Date only approximate-precede the approximate date with a lowercase **c** for *circa*
- o Dubious date-precede a questionable date with a question mark (e.g. Jones ?1899)
- o 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**

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When volumes, sections or equations are needed

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

(Jessor 1989, vol. 2, p. 23; vol. 3, pp. 20-41)

(Jessor 1989, sec. 2)

(Jessor 1989, eq. 3)

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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.

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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.

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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 ...

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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).

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More than one work cited

(Larsen 1971; Haddon 1969)

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Personal communications

Initials are included.

(Ayers, RN 1991, pers. comm., 2 July).

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

Note: Personal communications are not included in the list of references at the end.

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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.

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Editors

(eds. Hopwood & Grimwood-Jones 1972)

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

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Unpublished works

(Crowley, unpub.)

Crowley (unpub.) argues that...

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No date or approximate date

Donovan (n.d.) revealed ...

Harris (c. 1751) said ...

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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'.

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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.

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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.

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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.

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The Holy Books

Psalms 23:6-8

Quran 2:256

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Motion pictures, videos, DVDs and television and radio programs

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

Fahrenheit (2004)

(*The house of Saud* 2004)

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CD-ROMs

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

Statistical year book, Ministry of Education (2002)

(*Statistical year book, Ministry of Education* 2002)

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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…

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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.

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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**

7. **Book, edition**

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**

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Book, 1 author

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

Ayubi, Nazih 1995, *Over-stating the Arab state: politics and society in the Middle East*, London, I. B. Tauris.

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Book, 2 authors or more

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

Stansfield, Gareth & Anderson, Liam D 2004, *The future of Iraq: dictatorship, democracy, or division?*, New York, Palgrave Macmillan.

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Book, anonymous

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

Islam and development: religion and sociopolitical change 1980, Syracuse, NY, Syracuse University Press.

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Multiple books by same author

List them chronologically.

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

Amin, Galal A 1999, *Globalization, consumption patterns and human development in Egypt*, Cairo, Economic Research Forum.

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Multiple books published in the same year by same author

List them in alphabetical order by title.

Amin, Galal A 1999a, *al-'Awlamah wa-al-tanmiyah al-'arabīyah : min ḥamlat Nābuliyūn ilá jawlat al-Urūghwāy, 1798-1998*, Cairo, Economic Research Forum.

Amin, Galal A 1999b, *Globalization, consumption patterns and human development in Egypt*, Cairo, Economic Research Forum.

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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.

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Book, edition

<Surname>, <First name or initials> <year>, <*Title*>, <edition number> edn, <Place of publication>, <Publisher>.

Lewis, Bernard 1994, *The shaping of the modern Middle East*, 2nd edn, New York, Oxford University Press.

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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>.

North, D 1980, 'Energy use at home', in S Scott & N Peel (eds.), *Energy conservation*, London, Academic Press, pp. 120-130.

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Chapter or article in a book – no author

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

'Energy use at work' 1980, in S Scott & N Peel (eds.), *Energy conservation*,
    London, Academic Press, pp. 29-37.

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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>.

Oppenheim, PL 2004, 'Power politics', *Middle East review of international affairs*, vol. 1, no. 3, pp. 19-26, quoted in Halliday, Fred 2005, *100 myths about the Middle East*, London, Saqi, p. 70.

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Corporate author

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

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

British Petroleum Company 1997, *Annual report and accounts*, UK, British Petroleum Company.

ESCWA 2002, *External debt in the ESCWA region*, New York, United Nations.

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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.

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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.

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Journal article

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

Nabil, Matar 2003, 'The last Moors: Maghariba in early eighteenth-century Britain', *Journal of Islamic Studies*, vol. 14, no. 1, pp. 37-58.

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Journal article, more than one author

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

Seale, Patrick & Butler, Linda 1996, Asad's regional strategy and the challenge from Netanyahu', *Journal of Palestine Studies*, vol. XXVI, no. 1, pp. 27-41.

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Journal article, no author

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

'Arafat wins over Shultz' 1988, *MEED*, vol. 32, no. 51, p. 21.

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Newspaper article

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

Coles, B 1988, 'Promising signs for Gulf banking', *Al-Ahram Weekly*, 7-13 Feb., p. 10.

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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.

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Conference paper

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

Trump, A 1999, 'Power play', *Proceedings of Planning and Urban Development in GCC conference, 27-29 April*, al-Dawḥah, University of Qatar, pp. 40-51.

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Press release

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

James, A 1996, 'Power play', *Media release*, London, BP Limited, 1 March.

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Microform

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

Department of State (United States) 1980, *Records of the Department of State relating to the internal affairs of Palestine, 1930-1944*, Washington, National Archives and Records Service, Microfilm.

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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.

The house of Saud 2004, Video recording, London, BBC. Documentary in two parts on modern Saudi Arabia.

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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.

The official opening of the Library by H.R.H. Princess Anne 1984, radio program, Exeter, University Radio, 24 June.

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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>.

Statistical year book, Ministry of Education 2002, CD-ROM, Muscat, Ministry of Education (Oman), 32nd edition.

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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)>

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

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)

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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**

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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)

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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.

Foundation for Science Technology and Civilisation (2003)

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

Details are available from the Foundation Web site
<http://www.MuslimHeritage.com>.

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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>.

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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).

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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)

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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.

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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**

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Journal articles

Journal article on the WWW

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

Evans, Gareth 2005, 'Bridging The Gap In Darfur', *International Journal of Middle Eastern Studies*, vol. 3, no. 1, viewed 12 June 2005, <http://www.crisisgroup.org>.

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)>.

Rasid, ZM & Parish, TS 1998, 'The effects of two types of relaxation training on students' levels of anxiety', *Adolescence*, vol. 33, no. 129, p. 99, viewed 23 September 1998, EBSCO, item: AN589758.

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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)>.

Morris, E 2004, 'Iraq and the weapons of mass destruction', *The Washington Post*, 25 February, p. A03, viewed 8 March 2004, Lexis-Nexis.

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>.

Cleary, P & Lewis, S 2001, 'It's the end of a long boom', *The Australian Financial Review*, 8 March, viewed 8 March 2001, <http://afr.com/australia/2001/03/08/FFXIM9PU0KC.html>.

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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>.

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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>.

Al-Manaai, Jasim 2002, *The Economic Outcome of 2001*, Abu Dhabi, Arab Monetary Fund, viewed 24 June 2005, <http://www.amf.org.ae/vEnglish/default.asp>.

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>.

Iran votes in leadership showdown 2005, BBC News World Edition, London, BBC World Service Trust, viewed 24 June 2005, <http://news.bbc.co.uk/2/hi/middle_east/4125572.stm>.

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>.

Arab Monetary Fund n.d., *Objectives and Means*, Abu Dhabi, Arab Monetary Fund, viewed 27 24 June 2005, <http://www.amf.org.ae/vEnglish/default.asp>.

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>.

Muslim Heritage 2004, Muslim Heritage, Manchester, Foundation for Science Technology and Civilisation, viewed 24 June 2005, <http://www.muslimheritage.com/>.

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Online Images

<Title of image (or a description)> <Year>, <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>.

Iraq and neighbouring countries, general map 1999, Iraq maps, Alexandria (US), GlobalSecurity.org, viewed 23 June 2005, <http://www.globalsecurity.org/military/world/iraq/images/general_map.jpg>.

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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>.

Maykut, P & Morehouse R 1994, *Beginning qualitative research: a philosophical and practical guide*, Taylor & Francis Group, London, viewed 17 June 2005, <http://exeter.etailer.dpsl.net/home/html/moreinfo.asp?bookId=536883282& category=SN058200&whichpage=&pagename=category.asp>.

Wallis Budge, EA 2004, *Egyptian Ideas of the Future Life*, Project Gutenberg, Salt Lake City, Utah, viewed 17 June 2005, <httphttp://www.gutenberg.org/catalog/world/readfile?fk_files=49530>.

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>.

Al-Tawil, Hani A 2002, 'Al-Ghazzali 1058-1111', in Joy A Palmer (ed.), *Fifty major thinkers on education: from Confucius to Dewey*, Taylor & Francis Group, London, viewed 17 June 2005, <http://exeter.etailer.dpsl.net/home/html/moreinfo.asp?bookId=536889585& category=SN053300&whichpage=&pagename=category.asp>.

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Arabic Names and How to Cite Them

Table of Contents

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 Sīnā, al-Ḥusayn ibn 'Abd Allāh**, to use an example from the pre-modern age, or **Maḥfūẓ, Najīb** 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 **Maḥfūẓ, Najīb** rather than **Mahfouz, Naguib**, **Hidāyat, Ṣādiq,** 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

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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 **Kīyārustamī, '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**.

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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.

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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 Shāmah, 'Abd al-Raḥmān ibn Ismā'īl.
Abū al-Fidā', Ismā'īl ibn 'Alī.
Abū Makhramah, al-Ṭayyib ibn 'Abd Allāh.

Kunya + Nisbah

Abū al-Aswad al-Du'alī, Ẓālim ibn 'Amr.
Abū Nu'aym al-Iṣfahānī, Aḥmad ibn 'Abd Allāh.
Abū Miḥjan al-Thaqafī, 'Abd Allāh ibn Ḥabīb.

Ism + Nasab

Mālik ibn Anas
'Iyāḍ ibn Mūsá.
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.

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Nasab

Ibn al-Aḥmar, 'Ismā'īl ibn Yūsuf.
Ibn al-Fāriḍ, 'Umar ibn 'Alī.
Ibn Abī al-Dunyā, 'Abd Allāh ibn Muḥammad.

Nasab + Nisbah

Ibn Abī Zayd al-Qayrawānī, 'Abd Allāh ibn 'Abd al-Raḥmān.
Ibn al-Ṭuwayr al-Qaysarānī, 'Abd al-Salām ibn al-Ḥasan.
Ibn al-Sīd al-Baṭalyawsī, 'Abd Allāh ibn Muḥammad.

Nisbah (profession)

al-Warrāq, Muḥammad ibn Hārūn.
al-Ḥarīrī, al-Qāsim ibn 'Alī.
al-Zayyāt, al-Ḥusayn ibn Bisṭām.

Nisbah (legal)

al-Ḥanafī, Mullā Ḥusayn ibn Iskandar.
al-Ḥanbalī, Rāshid ibn 'Alī.

Nisbah (geographical)

al-Shīrāzī, Ibrāhīm ibn 'Alī.
al-Baghdādī, 'Abd al-Qādir ibn 'Umar.
al-Bukhārī, Muḥammad ibn Ismā'īl.

Nisbah (tribal)

al-Azdī, Yazīd ibn Muḥammad.
al-'Āmirī, Muḥammad ibn Yūsuf.
al-Qurashī, Muḥammad ibn Abī al-Khaṭṭāb.

Compound Nisbah

al-Makkī al-Mālikī, Muḥammad 'Alī ibn Ḥusayn.
al-Anṣārī al-Harawī, 'Abd Allāh ibn Muḥammad.
al-Qaffāl al-Shāshī, Muḥammad ibn Aḥmad.

Laqab (honorific – alone or compound)

Niẓām al-Mulk.
Sayf al-Dīn al-Mushidd, 'Alī ibn 'Umar.
Najm al-Dīn Rāzī, 'Abd Allāh ibn Muḥammad.

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Laqab (nickname – alone or compound)

al-Jāḥiẓ, ‘Amr ibn Baḥr.
al-Shanfará, ‘Amr ibn Mālik.
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 **Ṭāhā Ḥusayn**.as **Ḥusayn, Ṭāhā**, although you will find **Ṭāhā 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-Tikrītī**, 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 `**Abd** (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 ‘Abd 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‘īd** 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 ‘Abd al-Raḥmān.
Jamāl al-Dīn, Muḥammad al-Sa‘īd.
al-Aṭraqjī, Wājidah Majīd ‘Abd 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

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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-Taʿāwun li-Duwal al-Khalīj al-ʿArabīyah.   OR
Gulf Cooperation Council.

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

Shirkat Nafṭ al-Baḥrayn. OR
Bahrain Petroleum Company.

Jāmiʿat 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.
Farrukhī Sīstānī, 'Alī ibn Jūlūgh.
Nāṣir-i Khusraw.
Sanā'ī, Majdūd ibn Ādam.
Sa'dī.

Modern Persian Names

Hidāyat, Ṣādiq.
Zarrīn'kūb, 'Abd al-Ḥusayn.
Javādī Ḥusaynī, Muḥammad Akbar.
Sadīd al-Salṭanah, Muḥammad 'Alī.

Ottoman Turkish Names

Evliya Çelebi.
Fuzulı.
Piri Reis.

Modern Turkish Names

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

Further Reading

A useful and brief online guide to the structure of Arabic names is A.F.L. Beeston's *Arabic Nomenclature* (Oxford, 1971) *(*http://www.lib.umich.edu/area/Near.East/BeestonNomen.pdf). For a more detailed analysis see Annemarie Schimmel's *Islamic Names* (Edinburgh, 1989).

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.

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