Tomie Hahn’s Quickie Reference Recipe for citations, references, and bibliographies.

There are many different styles of citation and bibliographic form. In this recipe book I am offering a model for one common style of citation and bibliographic form for graduate students to see. If you are using a different form that you are fond of, certainly use it! In all cases, please be consistent.

**QUOTATIONS WITHIN THE TEXT OF YOUR THESIS**

When citing an idea or referring to a trend from another author (within the body of your text) BUT without directly quoting them, you can follow that passage with the last name of the author/or authors followed by the date of publication):  (Foster 1995).

**Quotation:**

There are two basic styles of quotation: short and long. If the quote is short, embed it within the thesis text WITH quotation marks. If it is a long quotation (more than a few lines) use indented, block quotation style, NO quotation marks, single spaced.

Here are examples of both short and long quotes:

In *The Embodied Mind*, Varela, Thompson and Rosch write, “As one practices, the connection between intention and act become closer, until eventually the feeling of difference between them is almost entirely gone. One achieves a certain condition that phenomenologically feels neither purely mental nor purely physical; it is, rather, a specific kind of mind-body unity” (Varela, Thompson and Rosch 1991: 29). In *Flow: The Psychology of Optimal Experience*, Csikszentmihalyi points out the human limitations of consciousness:

> Unfortunately, the nervous system has definite limits on how much information it can process at any given time. There are just so many “events” that can appear in consciousness and be recognized and handled appropriately before they begin to crowd each other out. . .(however) Simple functions like adding a column of numbers or driving a car grow to be automated, leaving the mind free to deal with more data.  
> (Csikszentmihalyi 1991: 28-29)

In both cases it is wise to lead the reader up to the quote, in other words ask yourself, “WHY do I need this quote here, now? What am I trying to say?”

When quoting directly from another author, use this form: (Last name date: page), for example: (Foster 1995: 8)

**Fieldnotes, personal journals, or transcripts**

If you are quoting your fieldnotes, personal journal, or transcripts from video or audio interviews, here is an example of a common citation form.
In October of 1995, while I was focusing my video camera for practice, Iemoto teased me and said jovially, “It used to be that dancers needed a fan to dance, now it seems we need a video camera!” (Hahn fieldnotes, October 13, 1995).

**BIBLIOGRAPHY**

- single spaced
- alphabetical order
- includes only references cited within the text of the thesis. If there are additional “recommended readings,” put this in another section.

**Some specifics**

**Punctuation and form for:**

1) **Book citations**
   Here’s the form:
   Author’s last name, first name. If there is more than one author, then the second, third etc. author’s names are listed with first name first, last, second. Date. *Title in ital.* City of publisher: Publisher name.

   **Examples:**

2) **Journal citations:**
   Here’s the form:
   Author’s last name, first name. Date. “Title of article in quotes” *Name of journal in italics* volume, number: page numbers.

   **Examples:**

3) **An essay in a collection of essays from a book:**
   Here’s the form:
   Author’s last name, first name. Date. “title of essay in quotes.” In *Journal name in italics*, edited by names of editors with first names first, page numbers. City of publisher: Publisher name.

   **Examples:**