The IWC QUICK GUIDE to Oxford Style

Oxford style refers to the academic citation and referencing style developed by the University of Oxford. It is sometimes referred to as a "notes and bibliography" system, and is commonly used in the humanities (literature, philosophy, religion, art, music, history, etc.).There are many style guides available online covering all aspects and requirements of Oxford style. This guide focuses on basic Oxford referencing and citation for academic writing. For information on terms used in this guide, refer to the IWC Quick Guide to Referencing & Citation.

In-Text Citation Format

Oxford style uses a numeric (numbering) system in which citations are numbered chronologically according to when they are made in the text.

- In-text citations are indicated using a "superscript" number at the end of the sentence containing the citation, *after* the punctuation, e.g.[1]
- Each number corresponds with a "citation note" which provides details related to the source referred to in the citation. Note: the citation number only refers to a citation note. It does not represent a particular source. In an Oxford style composition, a source may be referred to many times using different numbers.
- The citation notes appear as a numbered list either at the bottom of the page on which the citation appears (i.e. footnotes) or at the end of the essay, chapter, etc. (i.e. endnotes).
- Oxford style also requires a "bibliography", an additional page containing all reference details for each source of information

Example (Note: bold text not required (used here for emphasis).

> **Childress** advocates the establishment of an institutional internationalization plan, i.e. a written commitment to the process of internationalization as a way of advancing an institution's internationalization agenda.[1] This echoes **Wright** who asserts that "No internationalization can succeed without the development and implementation of a strategic plan".[2] Such plans can include can include "goal statements, mission statements, vision statements, implementation initiatives, allocated resources, timelines, and performance indicators".[3] Most importantly, an internationalization plan "provides direction, expresses institutional commitment, and may define the particular goals of internationalization for an institution".[4]

Footnote/Endnote Format

The citation notes (the list containing information about the sources/information cited in the text, i.e. author, title, date of publication, etc.) appear either at the bottom of each page containing citations (footnotes) or as a list at the end of the composition endnotes. Footnotes and endnotes are formatted in the same way.

- Citations are listed numerically (using superscript numbers), according the number they are given in the text
- Page numbers must be given for quotes or details taken directly from the source
- For sources without page numbers (Webpages, online articles, etc.) the paragraph number can be given (written as para.)
- Oxford style uses various format techniques to reduce the amount of text needed for citation notes (see example)

Example (Note: reference list entries are normally double-spaced)

Endnotes (Note: title not needed for footnotes)

[1] L. K. Childress, 'Internationalization plans for higher education institutions', *Journal of Studies in International Education*, [online journal] Vol. 13, No. 3, 2009, p. 289. <http://jsi.sagepub.com.ezp.waldenulibrary.org/content/13/3/289.pdf.html> accessed 20 June, 2017

[2] S. Wright, 'Internationalizing the Curriculum from the Chair's Perspective', *Department Chair*, Vol. 19 Issue 1, 2008, p. 24.

[3] Ibid., p. 25

[4] J. Knight, 'Higher Education Crossing Borders: A Guide to the Implications of the General Agreement on Trade in Services (GATS) for Cross-border Education' 2009, p. 174 <http://unesdoc.unesco.org/0014/001147363e.pdf> accessed 20 June, 2017

[5] Childress, op.cit., p. 291

[6] Knight, loc.cit.

Terms used for Repeat Citations:

Ibid means that this citation is from the same source cited in the note immediately before. The page number indicates that the citation refers to a different page in the source.

op.cit. means that this citation is from a source cited earlier (indicated by the last name of the author, in this case "Childress") but not immediately before.

loc.cit. means that this citation is from the same page of a source that was cited earlier (indicated by the last name of the author, in this case "Knight"), but not immediately before.

Author Names (General Rules)

- Footnote/Endnote entries provide the initials of the author's first (and second) name first, separated by periods, followed by the author's last name, followed by a comma (e.g. R.K. Harrison, M. Jones, J. D. Smith, etc.) NOTE: If you are unfamiliar with foreign names you may have to do research to determine which names are first names and which are last names.
- When there are two or three authors, all names must be listed in the order they appear on the original source.
- When there are more than three authors the name of the first author can be given followed by et al. (indicating that there are several authors not listed in the entry)
- If a source is published by a website, university, or other organization with no author provided, the name of the website, university, or organization can be used in place of an author's name
- These rules apply to all sources, regardless of type

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Bibliography Requirements

Oxford style bibliography entries contain much of the same information as the citation notes and in the same order. However there are several key differences in the format style. Oxford style bibliographies look similar in appearance to APA Reference Lists and MLA Works Cites Lists:

- Entries provide the Last name of the author, followed by a comma, followed by the initials of the author's first (and second) name. (e.g. Harrison, R.K. Jones, M.   Smith, J. etc.)
- The entries are organized alphabetically according to the first initial of the author's last name
- The entries use hanging indentation (the first line starts at the left margin; subsequent lines are indented)
- For journal articles, full page numbers must be provided (e.g. pp.156-177) according to where the article appeared in the journal

Citation Note Format

Online (Electronic) Sources

Webpage Articles & Websites

Format:
[Citation Number] Author's first initial(s). Last Name, 'Title of web section/article/document in single quotation marks', *Title of website in Italics* [website], day month year, page/paragraph/section name, <URL address in angle brackets>, accessed day month year.

Examples:
[1] M. Specter, 'The dangerous philosopher', The graduate forum NYU [website], 2 Apr. 2001, para. 8, <http://www.cns.nyu.edu /~ /gradforum/DangerousPhilosopher.pdf>, accessed 3 Feb. 2014.

[2] World Health Organization (WHO 'Evidence-based public health initiatives' *who.org* [website], 23 October 2014, para. 11. <http://www. who.org/positions/evidencebased.html>accessed 12 April 2017

Notes:
- If no date is given, write **n.d.**

Newspaper/Magazine Articles (Online)

Format:
[Citation Number] Author's first initial(s). Last Name, 'Title of article in single quotation marks', *Title of Newspaper in Italics* , Title of Section if available, day month year, paragraph reference if there are no page numbers, <URL address in angle brackets> accessed day month year.

Example:
[3] J. Jones, 'British folk art review – welcome to the old weird Britain', *The Guardian UK*, Art & Design, 9 June 2014, para. 3, <http://www. theguardian.com/artanddesign/2014/jun/09/british-folk-art-review-tate-britain>, accessed 16 June 2014.

Notes:
- For printed newspaper and magazine articles, use the same format but without the URL address or date accessed

Online Journal Articles

Citation Note Format:
[Citation Number] Author's first initial(s). Last Name, 'Title of article in single quotation marks', *Title of Journal in Italics* [online journal], volume number, issue number, year, Page numbers in the journal, <URL address in angle brackets> date accessed day month year.

Example:
[4] L. K. Childress. 'Internationalization plans for higher education institutions', *Journal of Studies in International Education*, [online journal] Vol. 13, No. 3, 2009, p. 289. < http://jsi.sagepub.com.ezp. waldenulibrary.org/content/13/3/289.full.pdf+html> accessed 20 June, 2017

Notes:
- For printed journal articles, use the same format but without the [online journal] reference , URL address, and date accessed

Online Reports & Handbooks

Format:
[Citation Number] Author's first initial(s). Last Name or name of Organization, *Title in Italics*, [website] day month year, page/paragraph number, <URL address in angle brackets>, accessed day month year.

Example:
[5] ACT, *National collegiate retention and persistence to degree rates*, [website] 2011, p. 42 <http://www.act.org/research/ policymakers/pdf/retain_ 2014.pdf > accessed 15 May 2015

Online Videos

Format:
[Citation Number] *Title of video in Italics* [video], Publisher, day month year, <URL address in angle brackets>, accessed day month year.

Example:
[6] *Newton Aduaka: The story of Ezra* [Video]. TED.com., June 2007, <http://www.ted.com/talks/newton_aduaka_the_story_of_ezra> accessed 9 March 2017

Printed Materials

Books

Format:
[Citation Number] Author's first initial(s). Last Name, *Title of the book in Italics*, Edition number if given, Volume number if given, Translator/Editor First Initial and Last name if given, Publisher, city and country of publication, year, page.

Example:
[7] R.C. Calfee & R.R.Valencia, R. R., *APA guide to preparing manuscripts for journal publication*, American Psychological Association, Washington, DC. 1991, p. 167

Article or Chapter in an Edited Book

Format:
[Citation Number] Author's first initial(s). Last Name, 'Title of chapter in single quotation marks', in Editor's first initial(s) Last Name ed., *Title of book* in Italics, Publisher, City and country of publication, year, page.

Example:
[8] E.H. Gombrich, 'The Early Medicis as patrons of art', in E.F. Jacob ed., *Italian renaissance studies*, Faber and Faber, London, 1960, p. 280.

Note:
- For online sources, provide URL address, and date accessed

Bibliography

The following sources were used in the making of this Quick Guide:

University of Western Australia Oxford Referencing Style:
http://guides.library.uwa.edu.au/c.php?g=325241&p=2177430
University of New South Wales Footnote/Bibliography Referencing System: https://student.unsw.edu.au/footnote-bibliography-or-oxford-referencing-system
Deakin University Oxford Style: http://www.deakin.edu.au/ students/studying/study-support/referencing/oxford
University of Leicester Footnote Referencing Style:
http://www2.le.ac.uk/library/help/referencing/footnote