Citing your references in the MHRA Style: A guide for English Literature, Drama & Creative Writing students

MHRA is a referencing style produced by the Modern Humanities Research Association. It’s the required referencing style for students of English Literature, Drama and Creative Writing. Use this guide or the online version at [http://www.brookes.ac.uk/library/subject-help/english-and-drama/referencing-in-mhra/](http://www.brookes.ac.uk/library/subject-help/english-and-drama/referencing-in-mhra/) to check how the style works and how to reference specific kinds of sources.

Printed versions of the MHRA Style Guide (3rd edn, 2013) are available in Headington Library at 808.02/MOD.

For further help with referencing, check with your tutor or contact the Librarian for English and Drama, Joanna Cooksey.

1. How the MHRA referencing style works
When writing essays or dissertations you may need to refer to a variety of sources – literary texts, books, journal articles etc. – in the body of your work. Always cite the original source if you are providing a direct quotation or where you’re drawing on someone else’s ideas e.g. ‘Eagleton’s theory is that…’

<table>
<thead>
<tr>
<th>1.1 Footnotes and bibliography</th>
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When you want to cite a specific source, create a **footnote** (a note placed at the foot of the page) in Word, following the instructions below. Alternatively you can use endnotes (notes placed at the end of your essay). All the sources you have used, whether you’ve cited them in the text or not, should also be listed in a **bibliography** at the end of your essay.

**Footnotes**

Footnotes should run in one sequence throughout your document. When you insert a footnote in Word it adds a number in superscript¹ in the text and creates a corresponding footnote at the bottom of the page. Ensure that the number in the text is placed at the end of a sentence, after the full stop. For example:

Schug analyzes the narrative structure of the novel.¹

Corresponding footnote:


- To insert a footnote in Word, click on ‘References’ and ‘Insert Footnote’. Word will automatically assign it a number in superscript and create the corresponding footnote at the bottom of the page.
- In Word for Mac, go to the ‘View’ menu and click ‘Print Layout’. In your document, click where you want to insert the note reference mark. Go to the ‘Insert’ menu and click ‘Footnote’.

In the footnote put the full reference to the source, following the format set out in this guide.
If you have mentioned several sources in the same paragraph, you can use a single footnote/endnote to cover all of them. For example:

The action in Mary Shelley’s novel takes place in a variety of locations including Geneva, Evian and Ireland. The geographical aspect has been explored by several critics including Bohls and Randel. ²

Corresponding footnote:


Bibliography
A bibliography is a complete list of all the sources you’ve used – those you’ve cited in the text and additional ones you’ve read but not cited.

- The bibliography should be arranged in one alphabetical sequence - by the first author's surname - and should appear at the end of your document. NB in bibliography references the surname goes first, as in the examples listed in this guide.
- If there is no author or editor, list the source by title, ignoring initial definite or indefinite articles.
- If the list includes more than one work by the same author, list them in alphabetical order of title, ignoring initial definite or indefinite articles. For each source after the first, substitute the author’s name with a long dash (use Shift + hyphen), for example:


1.2 How to refer to the same source throughout your document
If you need to refer to the same source several times, for example when you are discussing one or more literary works throughout your essay, there is no need to create a new footnote each time. For subsequent mentions you can use an abbreviated reference or ‘short citation’ in the text.

Footnote
The first time you refer to the work, create a footnote which includes the full reference as normal. You can also set out in this footnote details of the short citation you will use to refer to the work in future, for example: “Further references (to this work), are given after quotations/mentions in the text”.

Subsequent mentions in the text - short citations
The short citation should usually be the author’s name or a short form of the title, plus the cited page number(s). For example:

McArthur, p. 62.
Macbeth, iii. 4. 99-107

If you are citing more than one work by the same author, for example if you are discussing two novels by the same author throughout your essay, use the author’s surname and a short form of the title, plus the cited page number(s). For example:

Austen, Pride and Prejudice, p. 23
Austen, Sense and Sensibility, p. 171

Harry Potter series
These books weren’t published as a series, so there is no overarching series title. To refer to the books collectively, provide a footnote the first time you mention one of the books in your text. In this footnote put the full reference details for each book individually (separate them with a semicolon), and at the end
of the list write the following:

Further references to the Harry Potter books as a collection will be referred to as ‘Harry Potter series (1997-2007)’.

You can then use this short form in further references to refer to the series as a whole.

1.3 How to cite a source quoted in another author’s work (secondary referencing)

In some cases you will want to reference a work mentioned or quoted in another author’s work. If you can, you should try to locate and verify the details of the source referred to and then reference it as normal. In some cases it won’t be possible for you to consult the original source and in this case you would cite the source you have read – this is called ‘secondary referencing’. In the footnote use the phrase ‘quoted in’ or ‘cited in’, depending on whether the author of the work you are reading is directly quoting or summarizing from the original.

For example, you have read an article by Eva Badowska in the journal Victorian Literature and Culture which contains a quote from a book called Crimes of Writing: Problems in the Containment of Representation by Susan Stewart. You would like to use this quote in your essay but you have been unable to access Stewart’s original book. In this case, you would cite the source you have read, i.e. Badowska’s article, as follows:

Susan Stewart describes Walpole’s Gothic Revival villa Strawberry Hill as ‘a form of trompe-l’oeil a triumph of surface over materiality and time’. ³

Corresponding footnote:


1.4 How to set out quotations in your document

Direct quotation from any source must be indicated as such and the exact reference given within a footnote.

Short quotations may be run into the text, using single quotation marks. The number for the note should appear at the end of the quotation, after the full stop, even if the quotation appears in the middle of the sentence. For example:

Lynch emphasizes that ‘In the culture about which Shakespeare wrote, hands were felt to have unique holy and sacramental powers’. ⁴

Corresponding footnote:


Longer quotations should be separated from the rest of the text and should not be placed in quotation marks. Place the number for the note at the end of the quotation.

Prose quotations including the first line, can be indented, for example:

Bewell sums up Clare’s view of language:

Ecolect is thus inseparably fused with idiolect in his poetry, and, in resisting John Taylor’s efforts to rid his poetry of dialect and provincialisms, Clare was struggling for the continuance not just of a nature but also of the unique language in which that nature had long been experienced and understood ⁵

Corresponding footnote:

Verse quotations should follow the lineation and indentation of the original. Never centre lines of poetry. For example:

Keats describes a desire to escape the pain of reality in *Ode to a Nightingale*:

> O for a beaker full of the warm South,
>     Full of the true, the blushful Hippocrene,
>     With beaded bubbles winking at the brim,
>     And purple-stained mouth;
> That I might drink, and leave the world unseen,
>     And with thee fade away into the forest dim - 

Corresponding footnote:


Play quotations are treated as long quotations when over forty words or two lines of verse. Spelling and punctuation within the text should be preserved. Aim to present the long play quotation as it appears in the text. In verse quotations, the speakers’ names are positioned to the left of the text.

For example:

MACBETH Prithee peace:
I dare do all that may become a man,
Who dares more is none.

LADY MACBETH What beast was’t then
That made you break this enterprise to me?
When you durst do it, then you were a man;
And to be more than what you were, you would
Be so much more the man.

( *Macbeth*, I.7.46–51) 7

Corresponding footnote:


Further help: See the MHRA Style Guide section 9.

1.5 How to calculate your word count

When writing an essay or a dissertation for English or Drama, you will usually need to provide a word count. Note that the allowed word length does not include abstract, footnotes/endnotes, bibliography and any appendices but it does include quotations used in the body of the text.

To calculate the word count without including the bibliography, highlight the relevant text to be counted.

- To check your word count in *Word 2010*, click on ‘Review’ and ‘Word count’. A dialog box will open allowing you to choose whether to include footnotes and endnotes.
- In *Word for Mac 2011*, click on ‘Tools’ and select ‘Word Count’. The default is to include text in footnotes and endnotes, so un-tick the option ‘Include footnotes and endnotes’ to change this.
2. How to reference specific kinds of sources

2.1 Books

General rules:

- The bibliography needs to be arranged alphabetically by author surname, so always reverse the name of the first author in the bibliography reference.
- Use book title as it appears on the title page.
- Include edition if not the first, in the form ‘2nd edn’, ‘rev. edn’ etc, preceded by a comma.
- If any publication details are not given in the source, use: ‘[n.p.]’ (= no place), ‘[n. pub.]’ (= no publisher), ‘[n.d.]’ (= no date).
- Include page number(s) in footnote references only as you are citing a specific section of the book, in the form ‘p.’ for ‘page’ or ‘pp.’ for ‘pages’. In the bibliography you are citing the whole book, so no page numbers are needed.
- Put a full stop at the end of footnote references, but not at the end of bibliography references.

2.1.1 How to cite a book with author(s)

Footnote format: Firstname Lastname, *Book Title* (Place of publication: Publisher, Year), p. x.

For example:


Bibliography format: Lastname, Firstname, *Book Title* (Place of publication: Publisher, Year)

For example:


2.1.2 How to cite a book with author and editor

Footnote format: Firstname Lastname, *Book Title*, ed. by Firstname Lastname (Place of publication: Publisher, Year), p. x.

For example:

Bibliography format: Lastname, Firstname, *Book Title*, ed. by Firstname Lastname (Place of publication: Publisher, Year)

For example:

Things to remember:

- The bibliography needs to be arranged alphabetically by author surname, so always reverse the name of the first author in the bibliography reference. The editor’s name follows the title, as in examples above.
- Include page number(s) in footnote references only as you are citing a specific section of the book, in the form ‘p.’ for ‘page’ or ‘pp.’ for ‘pages’. In the bibliography you are citing the whole book, so no page numbers are needed.
### 2.1.3 How to cite a book with editor(s) but no author

**Footnote format:** *Book Title*, ed. by Firstname Lastname (Place of publication: Publisher, Year), p. x.

For example:


**Bibliography format:** Lastname, Firstname, ed., *Book Title* (Place of publication: Publisher, Year)

For example:


**Things to remember:**
- The bibliography needs to be arranged alphabetically by author surname, so always reverse the name of the first editor in the bibliography reference.
- Include page number(s) in footnote references only as you are citing a specific section of the book, in the form 'p.' for 'page' or 'pp.' for 'pages'. In the bibliography you are citing the whole book, so no page numbers are needed.

### 2.1.4 How to cite a book chapter in an edited book or short story in an anthology

**Footnote format:** Firstname Lastname, ‘Chapter Title’, in *Book Title*, ed. by Firstname Lastname (Place of publication: Publisher, Year), pp. x-xx (p. x).

For example:


**Bibliography format:** Lastname, Firstname, ‘Chapter Title’, in *Book Title*, ed. by Firstname Lastname (Place of publication: Publisher, Year), pp. x-xx .

For example:


**Things to remember:**
- Use this format when you are referencing a book section by one author which appears in a collection edited by someone else. The bibliography needs to be arranged alphabetically by author surname, so always reverse the name of the chapter author in the bibliography reference.
- If the title of the chapter includes works of literature, these should be italicized or placed within double quotation marks to differentiate, for example "Hamlet", or Macbeth.
- Include page range of chapter in the form 'pp.' in both footnote and bibliography references. Specify page cited in footnote references only.

### 2.1.5 How to cite e-books

**General rules:**
Treat e-books in the same way as print books - see the examples in sections above - but add the URL or DOI of the resource in angle brackets < > and the date accessed in square brackets [ ] at the end of the reference.

**Footnote format:** Firstname Lastname, *Book Title* (Place of publication: Publisher, Year), p. x <URL> [accessed day month year].
For example:


**Bibliography format**: Lastname, Firstname, *Book Title* (Place of publication: Publisher, Year) <URL> [accessed day month year]

For example:


### 2.2 Poems

**General rules:**
- Put poem title in single quotation marks and the collection or anthology title in italics. In the bibliography you need only cite the collection title as you are referencing the whole book.
- Include page number(s) and line numbers (if available) in footnote references only, as you are citing a specific section of the book. Use the form ‘p.’ for ‘page’ or ‘pp.’ for ‘pages’ and/or ‘l.’ for ‘line’ or ‘ll.’ for ‘lines’. In the bibliography you are referencing the whole book.
- Include edition if not the first, in the form ‘2nd edn’, ‘rev. edn’ etc, preceded by a comma.
- Put a full stop at the end of footnote references, but not at the end of bibliography references.

#### 2.2.1 How to cite a poem from a collection

Use this format when you are referencing a poem from a collection by a single poet. Remember that the bibliography needs to be arranged alphabetically by author surname, so always reverse the name of the poet in the bibliography.

**Footnote format**: Firstname Lastname, ‘Poem Title’, in *Collection Title*, ed. by Firstname Lastname (Place of publication: Publisher, Year), p. x
OR pp. x-xx (p. x), ll. x-xx.

For example:

**Bibliography format**: Lastname, Firstname, *Collection Title*, ed. by Firstname Lastname (Place of publication: Publisher, Year)

For example:

#### 2.2.2 How to cite a poem from an anthology

Use this format when you are referencing a poem from an anthology or collection of works by several poets. Remember that the bibliography needs to be arranged alphabetically by author/editor surname, so always reverse the name of the first editor in the bibliography reference.
2.3 Plays

General rules:

- The bibliography needs to be arranged alphabetically by author surname, so always reverse the name of the playwright in the bibliography reference.
- If the play is anonymous (as is the case with some older plays), do not use ‘Anon.’ Instead start the reference with the title of the play.
- In footnote references only, include act, scene and line numbers if these are available, separated by full stops, as you are citing a specific section of the play. Use lower case roman numerals (e.g. ii) for acts of plays. Use numbers for scenes and lines. Note that unlike references to poems, you do not include ‘l.’ for ‘line’ or ‘ll.’ for ‘lines’. If the play doesn’t have scenes, or if you’re citing the introduction, use page numbers in the form ‘p.’ for ‘page’ or ‘pp.’ for ‘pages’. In the bibliography you are referencing the whole book, so no page or line numbers are needed.
- Put a full stop at the end of footnote references, but not at the end of bibliography references.

2.3.1 How to cite a single play

Use this format when you are referencing a play published individually.

Footnote format: Firstname Lastname, *Play Title*, ed. by Firstname Lastname (Place of publication: Publisher, Year), Act. Scene. Line no. OR p. x.

For example:

Bibliography format: Lastname, Firstname, *Play Title*, ed. by Firstname Lastname (Place of publication: Publisher, Year)

For example:

2.3.2 How to cite a play in a collection or anthology

Use this format when you are referencing a play published as part of a collection or anthology. Put play title in single quotation marks and the collection title in italics.

Footnote format: Firstname Lastname, ‘Play Title’, in *Collection Title* (Place of publication: Publisher, Year), Act. Scene. Line no. OR p. x.

For example:

If there is an editor: Firstname Lastname, ‘Play Title’, in Collection Title, ed. by Firstname Lastname (Place of publication: Publisher, Year), Act. Scene. Line no. OR p. x

For example:


Bibliography format: Lastname, Firstname, ‘Play Title’, in Collection Title (Place of publication: Publisher, Year)

For example:

Kane, Sarah, ‘Crave’, in Complete Plays (London: Methuen Drama, 2001)

If there is an editor: Lastname, Firstname, ‘Play Title’ in Collection Title, ed. by Firstname Lastname (Place of publication: Publisher, Year)

For example:


2.4 Journal and newspaper articles

2.4.1 How to cite a journal article – print and electronic

General rules:

- PDF articles from e-journals can be referenced in the same way as articles from print journals. You may choose to include online details at the end of the reference: add the URL or DOI of the resource details in angle brackets <URL> and the date accessed in square brackets [accessed day month year]. If the article is only available as a Web page, you must include the URL and date accessed.
- Put the article title in single quotation marks and journal title in italics. The titles of works of literature occurring within article titles should be italicized or placed within double quotation marks, to differentiate.
- Include page range of journal article but just use the numbers - don’t use pp. Specify page cited in footnote references. Where an online journal does not have page numbers, you need to include the location of passage cited (in round brackets).


For example:


OR, if cited as an e-journal:


OR, if cited as an e-journal:

Journal only available as Web resource:

Bibliography format: Lastname, Firstname, ‘Article Title’, Journal Title, Volume.Issue (Year), x-xx
For example:

OR, if cited as an e-journal:


OR, if cited as an e-journal:

Journal only available as Web resource:

2.4.2 How to cite newspaper articles – print and online

General rules:
• If no individual author is credited, start the reference with the title of the article.
• Put the article title in single quotation marks and newspaper title in italics. The titles of works of literature occurring within article titles should be italicized or placed within double quotation marks, to differentiate.
• If you have accessed the article via a newspaper database, include online details at the end of the reference: add the URL or DOI of the resource details in angle brackets <URL> and the date accessed in square brackets [accessed day month year].

Footnote format: Firstname Lastname, ‘Article Title’, Newspaper Title, day month year, p. x
For example:

Bibliography format: Lastname, Firstname, ‘Article Title’, Newspaper Title, day month year, p. x
For example:
## 2.5 Web pages

**General rules:**
- If no individual author is credited, you can use the name of the organisation responsible for the web page e.g. The Poetry Book Society.
- If the web page is part of a larger resource or site, put the title of the page in single quotation marks and the title of the site in italics.
- For the date, give the year the page was last updated if available. If this information is not available, use ' [n.d.]' (= no date).
- If you have accessed the article via a newspaper database, include online details at the end of the reference: add the URL or DOI of the resource in angle brackets `<URL>` and the date accessed in square brackets [accessed day month year].

**Footnote format:** Firstname Lastname, ‘Title of Web page’, *Title of Resource* (Year) <URL> [accessed day month year].

For example:

**Bibliography format:** Lastname, Firstname, ‘Title of Web page’, *Title of Resource* (Year) <URL> [accessed day month year].

For example:

## 2.6 Films, TV and radio programmes

**General rules:**
The format remains the same for footnote and bibliography references, except for the omission of the full stop at the end of the bibliography reference.

### 2.6.1 How to cite a film on DVD

*Film Title*, dir. by Firstname Lastname (Distributor, Year) [on DVD].

For example:

**Footnote format:** *Pride and Prejudice*, dir. by Joe Wright (Universal Pictures, 2006) [on DVD].

**Bibliography format:** *Pride and Prejudice*, dir. by Joe Wright (Universal Pictures, 2006) [on DVD].

### 2.6.2 How to cite a film, TV or radio programme viewed on BoB (Box of Broadcasts)

‘Episode Title’, *Programme/Series Title*, Channel Name, day month year, time of broadcast.

For example:

**Footnote format:** ‘Snacking through Shakespeare’, *Shakespeare's Restless World*, BBC Radio 4, 18 April 2012, 13.45.

**Bibliography format:** ‘Snacking through Shakespeare’, *Shakespeare's Restless World*, BBC Radio 4, 18 April 2012, 13.45.

## 2.6 Other sources

For guidance on referencing other sources such as theses, manuscripts, The Bible, dissertations or social media, check the full *MHRA Style Guide*, section 11.