



The purpose of referencing in academic writing is to provide clear information about the sources of the material you use in your work. Several accepted styles are in common use. In the Humanities, for example, including History, Law, and Philosophy, the preference is for footnotes (sometimes referred to as Chicago Manual or Turabian). However, in the Social Sciences, the preference is Harvard in-text referencing.

This guide sets out the preferred referencing style and format for the School of Social Sciences, UNSW, and should be followed in all courses in the School in which you are enrolled. This may mean you use different referencing styles across different Schools at the university. It is good practice to consult with your Course Convenor regarding the preferred referencing style for courses in which you are enrolled. In the School of Social Sciences, Course Convenors will refer you to the current version of this document. If Convenors prefer that you use a different style, they will provide you with a referencing guide for their preferred style.

As with other referencing styles, Harvard referencing comes in different variations. The difference between variations is generally stylistic rather than substantive. This guide is a version of the Harvard referencing system developed by the School of Social Sciences, UNSW. It utilises the Harvard in-text referencing system with minor amendments when it comes to formatting style. The Harvard referencing system entails two elements: in-text citations that you use throughout your assignment, and a reference list at the end.

The first part of this guide shows you how to reference academic sources throughout your essay (this is called 'in-text' referencing). The second part outlines information about referencing different sources and how to include them in the reference list (or bibliography) at the end of your essay.

Please familiarise yourself with this referencing guide. Proper referencing skills are integral to your development as a student, and we hope that you will also help your peers as they develop their research skills.

Contents

Part 1: In-text referencing throughout your essay	3
a) Short direct quote	3
a) Long direct quote.....	3
b) Quote without page number	4
c) Direct quote containing italics	4
d) Indirect quote within a direct quote	4
e) Phrases already contained within quotation marks	5
f) Indirect quote.....	5
Part 2: Referencing specific sources in your reference list (or bibliography)	7
a) Journal article	7
b) Book.....	8
c) Chapter in an edited book (or anthology).....	8
d) Agency report (where initials might be used in your text)	9
e) Newspaper article.....	9
f) Online newspaper article	9
g) Webpage.....	10
h) Social media.....	10
i) Film and television.....	11
j) Lectures	11
k) Legislation	12
l) Legal Acts	13
m) Dictionary.....	13
Part 3: other useful information	14
a) Two or more authors	14
b) Using an ellipsis to indicates parts of the quote are not included	15
Part 4: Plagiarism	16
a) Self-plagiarism.....	16
b) Other forms of plagiarism	16
c) What is Turnitin?	17
Part 5: Additional resources	18

Part 1: In-text referencing throughout your essay

One of the purposes of referencing is to give credit where credit is due. Proper citation is important as it can help you avoid the risk of plagiarism, a serious academic misconduct. Proper referencing also demonstrates you've read – and are familiar with – the source material. You do this by *direct quoting an author or paraphrasing scholarly work*. The way you reference a source in each instance depends on how you wish to use the material you found in it.

a) Short direct quote

When quoting your source word-for-word (what is known as *verbatim*) you *must* place all the quoted words within quotation marks *and* include the page number:

'A fundamental starting point for policy-makers, planners and practitioners must be to tackle absolute rural poverty' (Hall and Midgley 2004: 89).

'But as a body of thought feminism enters IR as an explicitly gendered figure' (Zalewski 2013: 25).

Think of it as a **formula**: (Author Year: Page).

a) Long direct quote

When quoting three lines or more consecutively from a single source, you should write it as a separate paragraph clearly *indented* from the normal margin on both sides. For example:

There is another possibility, which is that we treat reflections not as rivals to conventional scholarly accounts but as forms of care that we provide for each other. Instead of opposing the general theory of a war with an autoethnographic account of the same, we might instead consider the sharing of stories with each other (however we bound the disciplinary 'we') as a community practice (Kirby 2014: 71).

Note that in the above example, *there are no quotation marks used at the beginning or end of the direct quote*. This is because the indentation already

shows the reader that it is a direct quote.

b) Quote without page number

Sometimes your source won't have a page number. This can happen if you quote from a website or an unpaginated pamphlet, for example. In this case, indicate that there are no pages through the notation 'n.p.' (no pages). Similarly, if there is no publication year provided, you should write 'n.d.' (no date).

The formula: (Author Year: n.p.) or (Author n.d.: Page).

c) Direct quote containing italics

In academic writing, italics are used for *emphasis*. Therefore, standard quotes should not be italicised. You may *add* italics to emphasise a point and if you do, you should state explicitly that you added the emphasis in the in-text citation. For example:

'Accessing *visual culture* through popular films allows us to consider the *connections between IR theory and our everyday lives*' (Weber 2005: 9, emphasis added).

'Idealist social theory embodies a very minimal claim: that the deep structure of society is constituted by *ideas rather than material forces*' (Wendt 1999: 25, emphasis added).

The formula: (Author Year: Page, emphasis added).

In other cases, the italics may already be included in the direct quote. Again, state this explicitly in the in-text citation.

'Asking questions about what makes IR theories function *as if they were true* is not the same thing as asking us to abandon our beloved myths' (Weber 2005: 8, emphasis in original).

'The nation is imagined as *limited* because even the largest of them, encompassing perhaps a billion living human beings, has finite, if elastic, boundaries, beyond the which lie other nation' (Anderson 2006: 7, emphasis in original).

The formula: (Author Year: Page, emphasis in original).

d) Indirect quote within a direct quote

A secondary quote is when the author of the text you're using cites another person. If you want to include a secondary quote, it must be indicated in the reference. In the first example below, the text you're reading is Yuval-Davis (2011), and you want to include a secondary quote where Yuval-Davis (2011) cites Favell (1999). Notice how the single red quotation marks cover the entire length of the quote, while the double blue quotation marks only cover the indirect quote within the direct quote.

'Adrian Favell (1999) defined the politics of belonging as "the dirty work of boundary maintenance"' (Favell in Yuval-Davis 2011: 20).

The original piece by Yuval- Davis (2011) should be listed in the bibliography. You *do not* need to list Favell in your bibliography because you have not read the publication by Favell in its entirety. If you have, then a separate entry would be required. The reason you include Yuval-Davis (2011) and *not* Favel (1999) is because you are indicating to the reader: I have *only read* Yuval-Davis (2011) and *not* Favel (1999), and I am therefore relying on Yuval-Davis' interpretation to construct my argument.

The formula: (Author in Author Year: Page).

e) Phrases already contained within quotation marks

If an author has already put quotation marks around a word or phrase, you need to indicate this in your own work. In the examples below, the red quotation marks encompass the whole sentence, as it is a direct quote. Notice that the double blue inverted commas are only around the phrases that had quotation marks around them in the original quote.

'Using popular films in this way helps us to get a sense of the everyday connections between "the popular" and "the political"' (Weber 2005: 9).

'Chicago was an exemplary new town in a colony of settlement, where space was cleared by the "westward expansion" of the United States' (Connell 2007: 47).

By placing double inverted commas (also known as quotation marks) around particular words or phrases, you are indicating to the reader that the author had already put quotation marks around these words or phrases.

f) Indirect quote

When you do not wish to quote directly from a source, you may refer to a general point or summarise an overall argument without using the author's original words. This is known as paraphrasing and, as is the case with other forms of referencing, it is vital that you properly acknowledge the source of the material that you are paraphrasing. This indicates to the reader that this argument is not your own, but it is presented here in your words.

When you paraphrase, one approach is to state the author's name and the date of publication in brackets afterwards:

'In the Millennium Development Goals the critical tone of the earlier World Summit on Social Development has been watered down' (Correll 2008).

Or you might also refer to the name of the author in your summary, which would appear as:

'Correll (2008) argues that in the Millennium Development Goals the critical tone of the earlier World Summit on Social Development has been watered down.'

If you are paraphrasing *a specific point or argument*, rather than a more general argument, you must also state the page number.

'In rural social development it is essential that absolute poverty is a primary focus' (Hall and Midgley 2004: 89).

Or:

'According to Hall and Midgley (2004: 89), in rural social development it is essential that absolute poverty is a primary focus.'

It's good practice to be specific about what you are paraphrasing, which means referring to page numbers.

Remember that paraphrasing is not the same thing as replacing one or two words here and there with your own words or switching around the order of a sentence. Doing this can put you at risk of a form of plagiarism called 'inappropriate paraphrasing'. You can find out more about what this means in the Plagiarism section of this guide.

Part 2: Referencing specific sources in your reference list (or bibliography)

Accuracy, clarity, and consistency are the major virtues of a complete and correctly formatted reference list or bibliography. They should also be presented in an accessible format. For instance, have a line-break between each reference, or format them with a 'hanging indent'. The important thing is to make it easy to distinguish between references. The following list of examples covers all the main types of material that you are likely to reference in your assignments, with corresponding examples. This is not an exhaustive list, so if you come across a source you're not sure how to cite, please speak to your Course Convenor.

Note that in this guide, 'reference list' and 'bibliography' are used interchangeably, and your Course Convener may use them interchangeably as well. The difference between a bibliography and a reference list is as follows: A reference list usually contains only sources you cited in-text in your assignment. A bibliography, however, lists *all* the sources you used or consulted, even if they're not mentioned in the body of your essay.

a) Journal article

Example I:

Carver, T. (2010) 'Cinematic Ontologies and Viewer Epistemologies: Knowing International Politics as Moving Images', *Global Society* 24(3): 421-431.

Notice that the family name is spelt out and the first initial(s) is indicated. The name of the article is contained in quotation marks. The name of the journal is in italics, followed by the volume number and the issue number in brackets. The page numbers cover the full length of the article, inclusive.

Some journals do not have issues (for example, those that are published annually), but you should do your due diligence and confirm that your references are complete.

The formula: Name, Initial(s). (Year) 'Article title', *Journal title* Volume(Issue): pages of article inclusive.

Example II:

Pittaway, E., L. Bartolomei and S. Rees (2007) 'Gendered dimensions of the 2004 tsunami and a potential social work response in post-disaster situations', *International Social Work* 50(3): 307-319.

Note that the above example has multiple authors. They are listed in the order in which their names appear in the original publication. Only the lead author's name takes the form 'Family name, Initial'. The others take the form 'Initial. Family Name'.

The formula: Name, Initial(s), Initial(s). Name (Year) 'Article title', *Journal title* Volume(Issue): pages of article inclusive.

b) Book

Example I:

Hugman, R. (2010) *Understanding International Social Work: A Critical Analysis*, Basingstoke: Palgrave Macmillan.

Example II:

Anderson, B. (2006) *Imagined Communities: Reflections on the Origin and Spread of Nationalism*, London: Verso.

Note that there is no need to indicate page numbers. This differs from an anthology, also known as an edited book.

The formula: Name, Initial(s). (Year) *Book Title*, place of publication: Publisher.

c) Chapter in an edited book (or anthology)

Example I:

Ashley, R. K. (1989) 'Living on border lines: man, poststructuralism, and war' in J. Der Derian and M. J. Shapiro (eds) *International/Intertextual Relations: Postmodern Readings of Global Politics*, New York: Lexington Books, 259-321.

Example II:

Gunew, S. (1990) 'Denaturalising cultural nationalisms: multicultural readings of "Australia"' in H. K. Bhabha (ed) *Nation and Narration*, Oxon: Routledge, 99-120.

Note that if there's more than one editor, they should be listed in the order in which they appear in the publication, and you should write (eds) instead of (ed). Also note that the chapter title uses 'sentence case' (where only the first word is capitalised), where the book title uses 'title case' (where all significant words are capitalised).

The formula: Name, Initial(s). (Year) 'Chapter title', in Initial, Family Name (ed/s) *Book Title*, Place of publication: Publisher, pages of chapter inclusive.

d) Agency report (where initials might be used in your text)

Example:

United Nations Development Program (UNDP) (2009) *Human Development Report 2009 Overcoming Barriers: Human Mobility and Development*, Basingstoke: Palgrave Macmillan.

Note that in this example, the report was published for UNDP by a commercial publisher. In other cases, the report may be produced and published by the same institution.

The formula: Name of agency (abbreviation if relevant) (Year) *Report title*, place of publication: Publisher.

e) Newspaper article

Example:

Baldry, E. (2005) Prison boom will prove a social bust, *Sydney Morning Herald* 18 January 2005, 13.

Note that, where known, articles also include the specific publication date in the reference.

The formula: Name, Initial(s). (Year) Title of article, *Name of newspaper* Full publication date, page number(s) [if available].

f) Online newspaper article

Example:

Baldry, E. (2005) Prison boom will prove a social bust, *Sydney Morning Herald*. 18 January 2005, available at <http://www.smh.com.au/news/Opinion/Prison-boom-will-prove-a-social-bust/2005/01/17/1105810839489.html> [accessed 21 May 2014].

Note that if you access the news article online, you should not include the page number but instead provide the URL and the date accessed.

The formula: Name, Initial(s). (Year) Title of article, *Name of newspaper* Full publication date, available at URL [accessed date].

g) Webpage

Example:

United Nations (UN) (2010) *2010 UN Summit*, available at <http://www.un.org/en/mdg/summit2010/> [accessed 21 May 2014].

The formula: Name (Year) *Title of document or web pages*, available at URL [accessed date].

Not everything that you download from a website should be cited in the format of a 'webpage'. PDF documents are often electronic versions of print documents and should be treated as journal articles, books or reports. Similarly, e-books you access through Google Books or the UNSW Library should be referenced as ordinary books, not as online sources.

A webpage may not have an immediately obvious author, so you might reference the source to the organisation that owns the website (e.g. The World Bank, Australian Federal Police). Where there is an author shown, you should reference the individual author.

h) Social media

One of the purposes of referencing is to give credit where credit is due. To this end, you must cite all your sources, including social media. However, before including references to Twitter, Facebook, Instagram etc. stop and ask yourself: why are you citing this Tweet/Facebook post? In writing university papers, you should endeavour to research and read academic content. While social media is ubiquitous, statements are not peer-reviewed and can be taken out of context. So, before you cite social media, stop and consider whether you can find the information presented on social media in a more acceptable academic format.

If you decide that in your scenario citing social media is appropriate, treat the citation like a website. In other words, follow the same citation system you would use for a website: author and year in-text, and a full reference in your bibliography. Use the author's name rather than their social media handle. For

instance, in the below example, the user's Twitter handle is '@williamslisaphd', but you don't cite that in your paper. You cite the person's name (in this case, Lisa A. Williams).

Example:

'UNSW has a diverse student cohort, as Williams (2018: n.p.) noted on Twitter.'

Williams, L. A. (2018) 'Here at UNSW we welcome students from all walks of life!'. *Twitter*, 1 September 2018. Available at <https://twitter.com/williamslisaphd/status/1035713899411034113> [accessed 16 January 2019].

The formula: Name, Initial(s). (Year) 'Post title'. *Social network site*, Full post date, available at URL [accessed date].

i) Film and television

When providing an in-text citation for film, television, or other broadcast materials, you should include a title and date in brackets.

Example I:

(*Twilight* 2008)

Twilight [feature film] Directed by Catherine Hardwicke. Temple Hill Entertainment/Maverick Films/Imprint Entertainment/DMG Entertainment, USA, 2008.

Example II:

(*The Act of Killing* 2012)

The Act of Killing [documentary] Directed by Joshua Oppenheimer. Final Cut for Real DK, Norway/Denmark/United Kingdom, 2012

The formula: *Film Title* [type] Director. Production Company, Country of production, year of release

j) Lectures

Before quoting lecture slides in your essay, take a minute to think whether it's appropriate. You may be tempted to cite the lecture as your lecturer summarised an author's argument in a clear way. Ask yourself: are you relying on the lecture slides instead of reading the assigned text? Remember that as a university student, you're encouraged to seek external

academic sources in your assessments. This demonstrates and develops your research, analysis, and comprehension skills. Please check your lecturer's requirements around use of class material in essays and other assessed work.

Example:

(Carlin 2018: n.p)

Carlin, N. (2018) Frankfurt School/Critical Theory. *SRAP3000 Policy and Social Theory*. Faculty of Arts and Social Sciences, School of Social Sciences. UNSW. 29 August 2018.

The formula: Name, Initial(s). (Year) Lecture title. *Course code and name*. Faculty and School, Institution. Full date of lecture.

k) Legislation

If you need to cite a government document, treat it as you would a book or report. Citation of government publications generally follows the basic (Author Year) format for in-text citations. Note that the 'author' can often be an authoring or sponsoring agency or body, rather than an individual. In other words, if a person is named on the title page, cite that person as the author. However, if there are no individual authors, cite the sponsoring agency/body as author. The titles of pieces of legislation should be cited exactly.

Example I:

(Department of Education, Science & Training 2000)

Department of Education, Science & Training (2000) *Annual Report 1999-2000*, AGPS, Canberra.

Note how the in-text format remains (Author Year).

The formula: Government department/body/agency (Year) *Title*. Publisher, Location.

If the name of the agency, committee, or body is long, you can abbreviate the name to the proper acronym. The first time you cite the name, cite it in full, and subsequently you can use the acronym or abbreviation.

Example II:

'Crime rates decreased overall in 2014 (Australian Bureau of Statistics (ABS) 2015)'

Or

'Australian Bureau of Statistics (ABS, 2015) show that crime rates decreased overall in 2014'

In subsequent citations, use the abbreviation or acronym. For example:

(ABS 2015: 7)

l) Legal Acts

Acts of Parliament are cited by title and year both in-text and in your reference list.

Example:

Aboriginal and Torres Strait Islander Act 2005 (Cwlth)

The formula: *Act Year* (jurisdiction)

m) Dictionary

Example I:

(*Oxford English Dictionary* 2018, Reference, v.)

The formula: (*Dictionary or encyclopedia Year, entry*)

"reference, v." *OED Online*. Oxford University Press, December 2018. Available at www.oed.com/view/Entry/160845 [accessed 25 January 2019]

The formula: Name, Initial(s). (Year) Title of encyclopedia or dictionary entry. *Title of encyclopedia or dictionary*. Publisher, Place of publication, date of publication. Available at URL [accessed date]

If there's no author, cite the dictionary or encyclopedia entry.

Part 3: other useful information

a) Two or more authors

For two authors always state both names. In the bibliography you must always list all authors in full.

When referencing in-text a source with three or more authors, cite all three authors in the first citation, and from then on, only cite the first author followed by 'et al.', as in (Williams et al. 2008: 15), where 'Family Name' is the first named author.

If you are referencing two authors with the same family name who published in the same year then you should use initials, as in (D. Smith 2010; M. Smith 2010), otherwise use the family name only. *This applies to in-text referencing only.* In the bibliography, organise the references alphabetically as usual, and the authors' first initials will distinguish the sources.

Where there is more than one document from the same author in a calendar year, then distinguish them as a, b, c ...; for example (UNICEF 2010a; UNICEF 2010b) and so on. Similarly, in your bibliography, the year and associated letter should be included.

Example:

Campbell, D. (1998a) *Writing Security: United States Foreign Policy and the Politics of Identity*, Revised Edition, Minneapolis: University of Minnesota Press.

Campbell, D. (1998b) *National Deconstruction: Violence, Identity and Justice in Bosnia*, Minneapolis: University of Minnesota Press.

Notice that the year 1998 contains either 'a' or 'b' to distinguish between (1998a) *Writing Security* and (1998b) *National Deconstruction*.

To refer to more than one work in an in-text citation, separate the references with a semi-colon, as in (Entwistle 1977; Haddon 1969). Each source will require a separate entry in the Reference List.

To reference a work reproduced in a book (image, poem, painting etc.), refer to the work in the text, then include book author, year, page number in the citation, as in:

De Kooning's 1952 painting 'Woman and Bicycle' (Hughes 1980: 295) represents a particular impression of the condition of women in the 1950s.

In the reference list, record the book containing the image, as in:

Hughes, R. (1980) *The Shock of the New: Art and the Century of Change*. London: British Broadcasting Corporation.

b) Using an ellipsis to indicate parts of the quote are not included

On occasion you will need to pare down or reduce a quote without losing the original meaning. For this you can add an ellipsis [...]. Please make sure that when omitting part of a quote, you aren't misrepresenting the quote or the author's argument. If you remove too much of a quote, you could be changing the meaning, so always check to see that the author's argument remains and is not misrepresented.

'Political life occurs in space...ideas of space, like those of time, express many of the greatest mysteries of human existence'
(Walker 1993: 127).

'Distinct bodies of theory and research have generally been developed around gender, race and ethnicity...competing theories tended to prioritise one or other division and failed to interrelate them adequately, either analytically or concretely' (Anthias and Yuval-Davis 1992: 97).

In the examples above, the beginning and the end of the quote are indicated with quotation marks, just like a regular quote. The only difference is the ellipsis. This indicates to the reader that in the source more words exist between either ends of the ellipsis. The ellipsis indicates where you have removed text. Again, it's paramount when using this option to ensure the author's meaning is not lost or changed radically.

For information on citing other types of publication, such as videos or creative works, or if you are unclear about the conventions, please consult UNSW's Harvard Referencing Guide (see link below in 'Additional Resources') or the ask your class tutor or lecturer for advice.

Part 4: Plagiarism

UNSW takes academic integrity very seriously. As a student at UNSW, you have an obligation under the [UNSW Student Code of Conduct](#) to '[n]ot engage in plagiarism or other academic misconduct' (UNSW 2017: 3). Basically, plagiarism is presenting another person's work or ideas as your own. But there's also an issue with self-plagiarism. This is when you recycle work you've already submitted and been assessed on – whether at UNSW or another institution – and use it in another essay.

The following list outlines *some* common forms of plagiarism, but it is *not* an exhaustive list. Please visit <https://student.unsw.edu.au/plagiarism> for more information on plagiarism and how to avoid it.

a) Self-plagiarism

'Self-plagiarism' refers to when an author republishes/reuses/recycles their own previously written work and present as new content. For example, in your first year at UNSW you had to write an essay on Michel Foucault. You researched Foucault, wrote your argument, submitted your essay, and received a grade. Then in your third year, you need to write something involving Foucault again. You might think that because you spent all this time researching and writing about him in your first year, you can just copy and paste a passage or even some lines from your essay in your new essay. Since your work was *already* graded and given feedback on, you cannot use it for assessment again.

We encourage you to not reference yourself in your essays, and instead, reference researchers, experts, and theorists in your respective field.

b) Other forms of plagiarism

As mentioned, plagiarism is the act of presenting another person's work as your own. It can take a several forms. Below are some common forms of plagiarism:

1. Copying

Copying is when the writer copies another person's words in their entirety (*verbatim*) and doesn't use quote marks to indicate the words belong to another person or source. To avoid this, always use quote marks for direct quotes and include a citation immediately after the quote.

2. *Inappropriate paraphrasing*

Inappropriate paraphrasing is when a few words and phrases are changed, but the original structure remains. To avoid this, paraphrase the author's argument in your own words and provide a citation, so that there's no doubt regarding attribution.

3. *Contract cheating*

Contract cheating is when you get someone else to write your essay for you for money, for free, or for another exchange. This is a serious form of academic misconduct. If you're struggling with your course work or with essay writing, please speak to your lecturer and get support from the various student support networks at UNSW (such as the Learning Centre).

4. *Using another student's essay*

Copying and/or inappropriately paraphrasing the works of other students (whether they're students in your course, students in other courses, students in other universities, or student essays available online) is another form of plagiarism.

UNSW is vigilant when it comes to plagiarism. The good news is, if you know what plagiarism is, it is easily avoidable. So, we advise that you read about [academic integrity and plagiarism](#) at UNSW and inform yourself on proper referencing practices. If you have any questions about citing sources, contact your lecturer.

c) What is Turnitin?

UNSW uses Turnitin, which is a software that allows your teachers to read and grade your work. Turnitin is used to check the accuracy of students' citations and the originality of papers. Another function of Turnitin is that it matches texts for similarity. Basically, Turnitin compares the text of your paper to the text of other sources in its database. Turnitin has a wide database that includes work submitted by students in institutions all over the world as well as other scholarly and non-scholarly work. A text match doesn't necessarily equal plagiarism – you must make sure that you quote the text properly (i.e. use quote marks and provide a citation). To learn more about Turnitin and how to read an Originality Report, please visit this website: <https://student.unsw.edu.au/turnitin>.

Part 5: Additional resources

- UNSW Harvard Referencing Guide
<https://student.unsw.edu.au/harvard-referencing>
- Academic integrity and plagiarism at UNSW
<https://student.unsw.edu.au/plagiarism>
- 'Working with Academic Integrity' online module
<https://student.unsw.edu.au/aim>
- Academic writing skills support <https://student.unsw.edu.au/writing>
- The Learning Centre, UNSW <http://www.lc.unsw.edu.au/>
- Turnitin support (for example, how to read an Originality Report)
<https://student.unsw.edu.au/turnitin>
- Workshops and Courses for Academic Skills Development
<https://student.unsw.edu.au/academic-skills-development>
- International Student Support <https://student.unsw.edu.au/international>

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