

DATA browser Style Guide

The book series follows a variation of the Harvard referencing style. Use English spelling (not US).

Main text

- * Use author date and page number in brackets. If author already mentioned in text, use date and page number only (see examples 1 & 2 below).
- * If the quote is longer than 3 lines, make a paragraph break.
- * Separate paragraphs by 2 line breaks, do not indent.
- * Use full stops outside quote when it is broken (see example 1 below), inside when full sentences are used (see example 3).
- * If paraphrasing see example 4.

Example 1:

'Although industrialists, workers, politicians, and intellectuals may only be dimly aware that they face technological choices, the actions that they take shape economic institutions for long into the future. Industrial divides are therefore the backdrop or frame for subsequent regulation crises.' (Piore & Sabel 1984: 5)

Example 2:

The result was a change in 'the ideology by which business explained its domination of the national life' - a change he relates, but only in passing, to David Harvey's concept of 'flexible accumulation' (1997: 229).

Example 3:

As Marcuse wrote in 1941:

'The facts directing man's thought and action are... those of the machine process, which itself appears as the embodiment of rationality and expediency.... Mechanized mass production is filling the empty spaces in which individuality could assert itself.' (1988: 143, 158)

Example 4:

Here the book *Empire* contains an essential lesson: that not the avoidance, but instead the stimulation and management of local conflicts is the keystone of transnational governance (Hardt & Negri 2000: 198-201).

Titles

- * Place all titles in Italics, subtitles in bold.

Notes

- * Use Endnotes, numbered and listed at the end of the essay as NOTES.

References

- * Alphabetise references by author/editor surname at the end of the essay under the title REFERENCES.
- * Use the specific punctuation, layout and abbreviations given and adhere to US/UK English variations.
- * If more than one entry for an author put in date of publication order or list first author followed by *et al* (see example below)
- * If no date of publication is available, use (undated) or (no date)

Book with one author

Author's first and last name (Year) Title italic, Place of publication: Publishing company.

Example:

Max Weber (1930) *The Protestant Work Ethic and the Spirit of Capitalism*, London: Harper Collins.

Book with (an) editor(s)

Editor's first and last name, (ed.). (Year) Title italic, Place of publication: Publishing company.

Example:

Paolo Virno & Michael Hardt (eds.) (1996) *Radical Thought in Italy: A Potential Politics*, Minneapolis: University of Minnesota Press.

Chapter in an edited book

Author's first and last name, (Year) 'Chapter title', in Editor's first and last name (ed.). Book title italic, Place of publication: Publishing company, page numbers.

Example:

Matthew Fuller (1999) 'A Means of Mutation', in Josephine Bosma, *et al* (eds.) *Readme! ASCII Culture and the Revenge of Knowledge*, New York: Autonomedia, pp. 37-45.

Journal article

Author's first and last name (Year) 'Article title', in Journal title in italics, Volume number (Part), Place of publication: Publishing company, page numbers.

Electronic article

Author's first and last name (Year) 'Article title' in Journal title in italics, Volume number (Part), <internet address> [Accessed date].

Page on a Website

Author's first and last name, (Year) Title in italics, Place of publication: Publisher, page numbers if ascertainable <internet address> [Accessed Date].

Website

Website name (Year) Website, Place of publication: Publisher if ascertainable <internet address> [Accessed Date]

* Further examples of published texts can be downloaded from the DATA browser web site <<http://www.data-browser.net>>.

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