

Dissertation References Guide

The following brief guide was extrapolated from the distance learning MBA handbook.

References and footnotes

Citations for references and bibliographies must follow the Harvard system format and take one of two Forms, depending on the nature of the work.

Footnotes should appear at the end of each chapter¹, whilst references should be in the bibliography at the end of the dissertation. The recommended method of referencing quotations is:

As Handy points out '*negative power is the ability to filter or distort Information, instructions or requests from one part of the organisation to another*'. (Handy 1985 p.129).

Alphabetically in the bibliography, Handy would appear thus:

HANDY C. (1985)
Understanding Organisations. Penguin; Harmondsworth

If by chance, two works were cited by one author written in the same year, the first reference would be Handy 1985a, the second Handy 1985b, and so on.

With Journal articles, the Journal is underlined thus:

HANDY C. (1985)
Towards a New Definition of Organisation, Management Studies, 17:2, p.272.

Citations to newspapers usually refer only to title and date. Thus:

The impact of the 'big bang' on City salary structures has received much coverage in the media. A leader in the Financial Times drew attention to '*the wave of hysteria that is wrecking the notion of 'equity' in City companies, storing up trouble for the future*'. (Financial Times 10 June 1986).

ps Notice how I have italicised the quotation to differentiate and quotation marks to delineate it from surrounding text

¹ Footnotes may be useful to elaborate on a particular point and should appear at the end of a chapter