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What should you document?

Most written assignments and scholarly works are based on influences and inspiration from others. It can be difficult to assess the extent of the documentation requirement. For example, do you have to document what we all know?

The rule of thumb is that when knowledge forms part of a common academic basis, you do not need to prove the truth of it: for example, the fact that the Royal Danish Academy – Architecture, Design, Conservation is an educational institution under the aegis of the Danish Ministry of Higher Education and Science. But generally speaking it is better to have one reference too many than one too few.

The principal purpose of references is:

- To make it possible to see what is the result of your own cogitation, and what originates from others
- To be able to identify and find the literature you mention in your text

The references must contain elements that facilitate the unequivocal identification and retrieval of the document. That is why it is important for you to be *consistent and logical* in your use of references and the shaping of your bibliography.

Based on the practice of the American Psychological Association (APA), this guide provides you with an idea of how to tackle quotes, text notes and references, and shaping a bibliography.

Quotes

Well-chosen quotes are positive in a text, but you should not overdo it. Too many quotes have a disturbing effect and make a text appear unoriginal. Make sure you quote correctly and fairly. An academic text is not a cinema advertisement, so it is not acceptable to pull out the passages that suit your purpose.

Text notes

Text notes can be used to provide supplementary, in-depth information. They can be useful, but you should not overdo them either. Text notes may be listed as footnotes at the bottom of the page or as endnotes at the end of each chapter or main section.

Text references

In the essay text and for illustrations and tables, you should refer to the bibliography by inserting brackets with name, year of publication and page numbers before or after the reference.

Examples ...until the middle of this century, Danish furniture was never independent outside the country's borders (Sieck, 1999, p. 9).

...a different point of view (Margolin, 2002, pp. 122-125) represents a more...

If a work has two authors, name them both separately using “&” together with year and page number/s.

Example ...could fit in a trouser pocket or be a standard size suitable for modern stereo systems (Engholm & Michelsen, p. 121).

If a work has more than two authors, state only the name of the first author, followed by “*et al.*” in italics, together with year and page number/s. This *only* applies to the actual essay text. In the bibliography you must write the names of all the authors in full.

Example One of the tasks of an architect is to position a house correctly in relation to the sun (Clement *et al.*, 1996, p. 86).

Personal communication (emails, telephone conversations etc.), which others will not be able to find, should be referred to in the text, but omitted from the bibliography.

Example Nanna Ditzel (email, 12 May 2001) confirmed that...

Bibliography

The bibliography must contain all references used in, and referred to in the essay text. A bibliography is located at the very end of your document (essay, article etc.)

The following instructions for a bibliography are based on the *name-year method*. When using this method, state the name of the author (surname first) together with the year of publication. The method means that the works in the bibliography must be in alphabetical order in accordance with the author's surname, followed by the year of publication. The name-year is based on the letter-by-letter principle ("Nothing before anything"): in other words, Jens Anker before Jens Ankersen.

Books and reports

Template:

Author (year). *Title: Subtitle* (edition). Place of publication: Publisher (Series title; No.). Note.

- Examples
- Jankowski, J. (1992) *Shelf Life: Modern package design 1920-1945*. San Francisco: Chronicle Books
- Hajer, M. & Reijndorp, A. (2001). *In search of new public domain: Analysis and strategy*. Rotterdam: Nai Publishers
- Clement, J.; Holck, A. V. & Ulrich, M. M. (1996). *Arkitektur med andre ord*. Copenhagen: Alinea
- Jor. F. (Ed.) (1999). *Nordiske kunstner hjem*. Copenhagen: L&R Fakta
- Hauchrog, E. (1997). *Tegnekompndiet: En indføring i den klassiske rumlige tegning*. Copenhagen: Danmarks Designskole. The basic study.

Additional comments on:

Author

- The surname must always precede the first name. First names can be written as initials.
- If there are two authors, both should be named, separated by "&"
- If there are several authors, they should all be named, separated by ";" (semicolon) and with "&" in front of the last name.
- The publisher and editor should be listed in the same way as the author, followed by "(ed.)" for one editor and "(eds.)" for two or more editors.
- Several works by the same author should be arranged chronologically with the oldest first. If an author has published several publications in the same year, the works should be separated by writing "a", "b" etc. *after the year*. – This also applies within the text (1998a) and (1998b)
- If the author is anonymous, write "Anon."
- Documents without any author should be arranged by title year

- Found on the title page or the back of the document (write the year of the first edition, not the year of the reprint)
- If the year is unknown, write “year unknown”.

Title

- Taken from the title page. A title should be *italicised*.
Edition
- This should only be mentioned if it is not the first. This should be indicated by “ed.”.

Place of publication

- The location/city of the publisher. If there are several, write only the first city mentioned. If you do not know the place of publication, write “place unknown”.

Publisher

- If there are several publishers, name only the first one.

Parts of books

Template:

Author of the contribution. (year). Title of contribution: Subtitle. In:
Author or editor of the monograph, *title of the monograph* (if necessary,
edition, page numbers of the contribution). Place of publication:
Publisher

Example Luhmann, N. (1998). Erkendelse som konstruktion. In:
Hermansen, M (ed.), *Fra læringens horisont – en antologi*.
Aarhus: Klim

Journal articles

Template:

Author of the article. (year). Title of the article. *Værtspublikation*,
Vol./Year (no.), page number/s.

Example Flyvbjerg, K. (2004). It’s a manz world. *Design matters*,
6./2004, pp. 16-24

If the journal article does not state the name of the author, write
“Anon.” for anonymous author.

Newspaper articles

Template:

Author of the article. (year, date). Title of the article. *Værtspublikation*
[Place of publication], page number/s.

Example Baird, M. A. (2004, 16-22 July). Hofc couture.
Weekendavisen, Kultur p.1

Saunders, G. (1997, 9 December). It's a go for Bill Gates.
Gazette [Montreal], p. 7

In Danish newspapers, for example, there are countless sections, so if the section has a number, it must be stated. The second example lists the place of publication to clarify which of the many "Gazettes" is involved. If the place of publication is included in the newspaper's name, e.g. *Washington Post*, that is sufficient.

Interviews

Template:

Author (year). Title. [Description]. *Værtspublikation*, Vol./Year (No.),
page number/s

Example Nielsen, S. H. (2004, 22 July). Vores børn skal vælge
selv. [Interview with Leyla and Hasan about their arranged
marriage]. *Information*, pp. 8-9

On web pages in general

Internet documents and web pages can be problematic. The pages are often dynamic, they change and may disappear, and the information needed for a bibliography may be lacking or difficult to determine. Therefore, a reference to an online document or web page should always contain certain information that can identify the version of the document/web page used.

In the case of HTML documents, the bibliographic information can be taken from the screen or from the document's <HEAD> information (found in "view menu: source"). Often the information in <HEAD>

regarding origin and title is the most accurate: especially if it is a title embedded in graphics. The title in <HEAD> is the title you see in the search engines and at the top of a printout.

If the origin (i.e. author, editor, corporation) of an online document or web page cannot be identified, it should be arranged by title. For documents/web pages with no date, add "(year unknown)". If it is impossible to identify the origin, you must be very critical of your source and consider whether the document/web page is of sufficient quality to document and support your views.

The information below is mandatory if it is present in the document/on the web page. Other elements - e.g. number of paragraphs/lines in the document, additional title information and publisher - can be added. If you cannot identify the author or person responsible, the reference should begin with the title followed by the date.

Note: In the case of web pages that are continuously updated and lack the most recent updated date, the reference must include 'Located [date] on: in front of the URL.

Web pages

Template:

Origin (year/latest update). *Title* (edition). Located [date] on: URL

Example Eriksen, K. (2000). *Designfagets metode og kompetencer*. Located on 23 July 2004 at: <http://www.c-i-d.dk/doc/kaare-innovatoer.doc>

Template with other elements such as paragraph/lines in the document, additional title information and publisher:

Origin (year/latest update). Title [Additional title information]. Scope. Publisher. Located [date] at: URL

Example Babtisteria Sacra (ed.) (2003, 24 March). *An Iconographic Index of Baptismal Fonts*. [Babtisteria Sacra website]. Located on 21 July 2004 at: <http://www.library.utoronto.ca/bsi/>

Online journals

Template:

Author of the article. (year). Title of the article. *Værtspublikation*, (medium), *Vol./Year* (No.). Located (date) at: URL

Example Smalls, J. (2003). Slavery is a woman: 'Race, Gender, and visuality in Marie Benoist's *Portrait d'une négresse* (1800)'. *Nineteenth-Century Art Worldwide*, 3/2004 (1) Located on 21 July 2004 at: http://19thc-artworldwide.org/spring_04/articles/smal.html

In the case of electronic journals, the number must be stated, if it exists. Note that the italics include both host publication and volume/year but not the number.

Parts of web pages

Template:

Origin of the contribution. (year/latest update). Title of the contribution. In: The author or editor of the host document, *the title of the host document* (edition, if available). Located [date] at: URL

Example Design (2004). In: *Columbia Encyclopedia electronic encyclopedia* (6th ed.) Located on 22 July 2004 at: <http://encyclopedia.com>

The example is an encyclopedia article without an author.

Example Fremtidens bibliotek. In: *YouTube*. Located on 10 April 2008: <http://www.youtube.com/watch?v=PFJCqVpDRM8>

The example is a film clip from YouTube.

Online newspaper articles

Template:

The origin of the article. (year, date). Title of the article.

Værtspublikation, scope. Located [date] at: URL

Example Thorup, Mette-Line. (2005, 14 July). En dyne af tryghed. *Information*, 165 lines. Located on 27 July 2005 at: <http://www.information.dk/InfWebsite/FremvisningPHP/Common/Information.php?pShow=Arkiv/ArkTAvVis.php&pTAvVis=178323>

If you want to specify the scope of the document, you can use the number of paragraphs, lines, words or screenshots. There is no need to count manually, since you can copy the document to Word and then use the word-count function.

DVD, video, CD-ROM, floppy disks, audio tapes etc.

Template:

Title (ed./version), (year). Publisher/producer. (medium).

Example *Understanding McLuhan: In the electric world change is the only stable factor: A cd-rom on the ideas and life of media guru Marshall McLuhan*. (1996). Voyager/Southam interactive. (CD-ROM).

If the origin (author/editor/corporation) is lacking, specify the title as the first element.

Contributions from databases

The first template describes a reference to a full-text article in an online database; the second describes the same article found in a database accessible via the web.

Template:

Origin of the contribution. (year). Title of the contribution. Host publication information, if available. Located [date of visit] in *database host* online database (file no., name, acc. no.)

Example Fowlow, L. D. (2003). Home Advantage. In: *The Canadian Architect* 48(5), 39-41. Located in Wilson Art full text online database (acc. no. 200312104032006)

Template:

Origin of the contribution. (year). Title of the contribution. Host publication information, if available. Located [date of visit] in *database host* (file No., name, acc. no.) at World Wide Web: URL

Example Fowlow, L. D. (2003). Home Advantage. In: *The Canadian Architect* 48(5), 39-41. Located in Wilson Art database (acc. no. 200312104032006) at World Wide Web: <http://web.hwwilsonweb.com>

Contributions to newsgroups

Template:

Login name of the contributor. (Date). *Subject*. Located [date of visit] on USENET: name

Example Warming, B. (2004, 11 May) *Geni overlapper ikke genialitet pga. hjerneafvigelse*. Located on 26 July 2004 in TDC's newsgroups: sports and culture: dk.kultur.billedkunst

When referring to newsgroups, you should consider whether the contribution is written by reliable person. If you are referring to a discussion in a newsgroup, insert [discussion] immediately after the subject.

Contributions to e-conferences

Template:

Login name of the contributor. (Date). Subject. *Name of e-conference*.

Located [date of visit] via email: E-KONFERENCE@e-mailadresse

Example of bibliography

Babtisteria Sacra (ed.) (2003, 24 March). *An Iconographic Index of Baptismal Fonts*. [Babtisteria Sacra website]. Located on 21 July 2004 at: <http://www.library.utoronto.ca/bsi/>

Baird, M. A. (2004, 16-22 July). Hofcouture. *Weekendavisen*, Kultur p.1

Clement, J.; Holck, A. V. & Ulrich, M.M. (1996). *Arkitektur med andre ord*. Copenhagen: Alinea

Design (2004). In: *Columbia Encyclopedia electronic encyclopedia* (6th ed.) Located on 22 July 2004 at: <http://encyclopedia.com>

Eriksen, K. (2000). *Designfagets metode og kompetencer*. Located on 23 July 2004 at: <http://www.c-i-d.dk/doc/kaare-innovatoer.doc>

Flyvbjerg, K. (2004). It's a manz world. *Design matters*, 6./2004, pp. 16-24

Fowlow, L. D. (2003). Home Advantage. In: *The Canadian Architect* 48(5), 39-41. Located in Wilson Art database (acc. no. 200312104032006) at: http://vnweb.hwwilsonweb.com/hww/shared/shared_main.jhtml?_DARG_S=%2Fhww%2Flogin.jhtml.1

Hajer, M. & Reijndorp, A. (2001). *In search of new public domain: Analysis and strategy*. Rotterdam: Nai Publishers

Hauchrog, E. (1997). *Tegnekompendiet: En indføring i den klassiske rumlige tegning*. Copenhagen: Danmarks Designskole. The basic study.

Jankowski, J. (1992) *Shelf Life: Modern package design 1920-1945*. San Francisco: Chronicle Books

Jor. F. (Ed.) (1999). *Nordiske kunstner hjem*. Copenhagen: L&R Fakta

Luhmann, N. (1998). Erkendelse som konstruktion. In: Hermansen, M (ed.), *Fra læringens horisont – en antologi*. Aarhus: Klim

Nielsen, S. H. (2004, 22 July). Vores børn skal vælge selv. [Interview with Leyla and Hasan about their arranged marriage]. *Information*, pp. 8-9

Saunders, G. (1997, 9. December). It's a go for Bill Gates. *Gazette* [Montreal], p. 7

Smalls, J. (2003). Slavery is a woman: 'Race, Gender, and visibility in Marie Benoist's *Portrait d'une négresse* (1800)'. *Nineteenth-Century Art Worldwide*, 3/2004 (1) Located on 21 July 2004 at: http://19thc-artworldwide.org/spring_04/articles/smal.html

Thorup, Mette-Line. (2005, 14 July). En dyne af tryghed. *Information*, 165 lines. Located on 27 July 2005 at: <http://www.information.dk/InfWebsite/FremvisningPHP/Common/Information.php?pShow=Arkiv/ArkTAvVis.php&pTAvVis=178323>

Understanding McLuhan: In the electric world change is the only stable factor: A cd-rom on the ideas and life of media guru Marshall McLuhan. (1996). Voyager/Southam interactive, cd-rom, released in 1996

Warming, B. (2004, 11 May) *Geni overlapper ikke genialitet pga. hjerneafvigelse*. Located on 26 July 2004 in TDC's newsgroups: sports and culture: dk.kultur.billedkunst

Some useful tips

Start well in advance, and constant notes of the books etc. you use, so you are in command of what should be in the bibliography and what should not.

If you use library books, it is a good idea to make a copy of the title page before handing in the book, otherwise you run the risk of the books being lent out when you need the information for the bibliography - title, author, publisher etc.

Finally, proofread your bibliography thoroughly.

If you want to read more about bibliographies and references, here are two excellent places to continue.

Skov, A. (2000). *Referér korrekt!: Om udarbejdelse af bibliografiske referencer*. Copenhagen: Danmarks Biblioteksskole.
Located on 22 February 2011 on World Wide Web:
<http://vip.db.dk/tutorials/referencer/introduktion.htm>

Illustration List

If you have used illustrations (of visual art, applied art, architecture and photographic works), you must also give a reference for them in your essay.

The list of illustrations is separate from the bibliography.

You must state the title of the work, the name of the artist and copyright holder, and where you found the illustration. In addition, as far as possible, you must also mention the photographer who photographed the work.

In the essay, beneath the illustration/photo you must write Ill. 1, Ill. 2 etc. The illustration list is sequential.

Illustrations downloaded from the Web

Template:

Title of the work, artist/designer/architect, year [of the work].

Photographer/Copyright holder Located [date of visit] on www:
URL

Examples from the Internet

Furniture

Ill. 1

The Ant, Arne Jacobsen, 1952. Erik Hansen Strüwing (photographer)/ DK Furniture Association. Located on 2 May 2012 at:

https://ext.kb.dk/F/UFSJ182G7CF3977HHGUJS7TS5RT3Q3BR5VT66PAE5BBKP7MPAF-37681?func=full-set-set&set_number=001703&set_entry=000002&format=999

- Design/Handicraft products III. 2
Clock, Georg Jensen. Nima Stock
(photographer). Located on 2 May
2015 at:
<http://www.polfoto.dk/Pages/FullSizeImagePage.aspx?NohrBnVOEYpEZD0a5S5UCgKQ8vHTQrtiCY0ryBX1%2bj8x38DOJ60bJas%2ffMHC%2fyKYMxU7qGCGq8eRxH4pV8vIrL1zKsm5V%2fCxhAUVFY1o3gOU6Zp%2blvviEQ%3d%3dpolfotoparams>
- Photography III. 3
Deserted Places, Jan Jörnmark
(photographer). Located on 2 May
2012 at:
http://www.jornmark.se/places_photo.aspx?placeid=308&Photonumber=001&lang=eng
- Building III. 4
Sølvgade School, Arkitektfirmaet C.
F. Møller, 2011. Adam Mørk
(photographer)/Copenhagen X.
Located on 2 May 2012 at:
<http://www.cphx.dk/?#/501016/>

Illustrations scanned from books

Template:

Title of the work, artist/designer/architect, year [of design]

Photographer/Copyright holder

Author (year). *Title: Subtitle* (edition). Place of publication:

Publisher Page number/s

Examples from books
Photograph (untitled)

III. 5
Photograph (untitled), Martin Parr
(photographer), 1992.
Nicholas Barker. (1992). *Signs of
the Times a portrait of the nation's
tastes*. Manchester: Cornerhouse
Publications. P. 27.

Photograph of object

III. 6
SK 55 Braun record player, Hans
Gugelot/Dieter Rams, 1963. Peter
Volkmer et al. (photographer)/IF
Publication Service.
Bernd Polster. (2009). *Braun. Fifty
Years of Design and Innovation*.
Stuttgart/London: Edition Axel
Menges. P. 115.

Illustrations scanned from journals

Template:

Title of the work, artist/designer/architect, year [of design]

Photographer/Copyright holder

Author of the article. (year). Title of the article. *Værtspublikation*,
Vol./Year (no.), page number/s.

Example from journal
Photograph of object,
photographer unknown

III. 7
Ceramic teapot,
D. Queensberry and M. Hunt, 2002.
Ceramic Review.
Alun Graves. (2012). Design and
Conquer. *Ceramic Review*, 2012
(255), p. 36.

Source criticism

What is source criticism?

When studying, it is important to develop source criticism (or information evaluation) and the ability to think critically and conduct a critical evaluation of a text. You should question what you read and not simply take everything at face value. By reading critically you can also come up with your own good arguments for and against when writing your essay.

Source criticism is a specific way of reading a source, and involves attempting to answer two questions:

What does this text say or what does this item show that I can use to shed light on my subject?

How seriously can I take the information I glean from the text or object?

Using source criticism, you examine both the content of the source and the context in which the source was written. If we only use one source or have only one angle/point of view in our essay, it will be biased.

Source criticism – what questions?

1. What is the nature of the source?

What type of source is it? Is it an article, a text book, a website, excerpts from a diary, letter, manuscript, building, city plan, chair or something completely different?

2. Who wrote/created the source?

Who is the author, sender and publisher? What education, affiliation and position does the author have? Are they expressing their own field of research?

3. What is the date of the source?

How topical is the source? This is very significant in terms

of our research. For example, topicality will be of less importance if we are researching historical events that have taken place than if we are researching the likes of digital culture or social media. If a long time has elapsed between an event and the written description of that event, details may be lost or the description may be coloured by a subsequent perspective on it.

4. Is it a primary or secondary source?

The task of primary literary sources is to publish new knowledge in a reproducible and visible way. Examples of primary sources are: journal articles, conference papers, patents, standards, PhD theses, laws and Internet sources.

Secondary literary sources (most often) refer to primary literary sources and create an overview, but do not create new, original knowledge. Examples of secondary sources are: library catalogues, reviews, abstract databases, textbooks, handbooks, encyclopaedias and dictionaries.

5. For whom was the source written?

Whom did the author have in mind when they wrote? Who is the intended recipient? Individuals or larger groups? This means a lot, given that sources often aim to inform or convince someone. Perhaps the writer stresses areas that will appeal to the recipients, while omitting sensitive topics so as not to offend the recipients. You can often distinguish between the formal and the intended recipient (the source is aimed at a single group of recipients, but actually directed at a larger or smaller group of them).

6. Objectivity/subjectivity

Does the source seem objective or does it contain attitudes of a political, commercial or religious nature? Does the writer intend to convince or inform? Is the information factual or biased, or does it relate to other

views? Are they in conflict with previously recognised sources? Objective: The author writes about things as they are. Subjective: Not the truth, but the author's own version of the case.

7. Precision and credibility

Is the source up to date, comprehensive, detailed and accurate? Examine when the source was published and revised (especially in the case of books or websites). Is the argumentation factual and consistent, detailed and accurate? Are there source references that show that the author has researched the topic, and can the information be confirmed in other sources?

8. Relevance

Is the source relevant to your information needs and your essay? Which subject area does the source cover? Take a look, for example, at the title, introduction and/or abstract, and reviews of the source. If you read these, you can quickly get an overview of whether the source is relevant.

9. Never rely on a single source – use several.

Remember. Source criticism is also common sense!

References

GSofA Library. Infosmart. Information Skills for Creatives.
Located on 28 August 2015 at:
<http://lib.gsa.ac.uk/resources/infosmart/>

University of Copenhagen Source criticism Located on 28 August
2015 at: <http://historiebutik.saxo.ku.dk/kildekritik/>

Statens Arkiver. Den lille guldbog om kildekritik. Located on 28
August 2015 at: http://kildepakker.sa.dk/undervisning/wp-content/uploads/sites/12/2014/09/DenLilleGuldbogOmKildekritik_SA_2014.pdf

Opening hours:

Monday-Friday 9.00 am - 7.00 pm

Closed on weekends

Contact

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