KONSTFACK
University of Arts, Crafts and Design

KONSTFACKS REKOMMENDATIONER FÖR REFERENSHANTERING

References in footnotes
The Oxford system

Version 2, January 26, 2024

Referencing policy for Konstfack

Art and research are both endeavours that, in their different ways, depend for their ongoing vitality upon influences and confirmations arising from the results and works of others. How these influences are acknowledged varies considerably and the mode of referencing or citing influence reflects to a high degree the nature of the work – artistic, research-based or a combination of the two.

For the material which it publishes, Konstfack stresses the importance of a rigorous method of citation and referencing for two simple and self-evident reasons: transparency – to offer the ability for the viewer/reader to follow your process; and fairness and generosity – to give credit to the work of colleagues in art and research.

In order to help and advise contributors, Konstfack offers the following guidelines:

Citation and reference guidelines

Use one of the following reference systems: Oxford, Chicago, Harvard or APA 7.

Always explain your use of a source. Be aware of, and explain, the exact purpose of a particular reference in your exposition – how and why you utilize the knowledge/term/piece. Most commonly this reasoning should be in the footnote.

A referenced source may be summarized, paraphrased or quoted directly in the text; sources may be used to corroborate your arguments, showing that some wider consensus exists around them, but should not be regarded as automatically justifying your reasoning/work (the status or validity of the source itself matters here). Their use as invocations or namedropping exercises should be avoided.

Be precise about which part of a source/reasoning you are using. If you use a written source: refer to exact pages/page-range even if the reference is not a direct quotation.

Double-check quotations; if possible, use primary sources (make your own searches back from secondary sources, rather than solely relying on their citations). When using secondary sources: make that clear.

The Study Workshop's reference guide for references in footnotes

This is a brief introduction to reference management using footnotes.

There are many different reference systems, as well as several versions of each system. Different reference systems are associated with different disciplines, while universities and even departments and subjects also develop their own variants. This guide is based on examples of a variant of the Oxford system. Variants of the APA system and the Chicago system are based on the same principles and sometimes the differences between systems are no greater than those between variations of the systems. *No individual variant is more correct than any other*. You should of course follow the instructions of your examiner or supervisor, but consistency is more important than using a specific variant. Structure the references in the same way throughout your text – be extremely careful with the placement of punctuation and any italics. It should be easy for the reader to understand and follow up your references.

This guide does not claim to be anything other than a source of answers to the most common questions posed to the Study Workshop. More comprehensive guides are available at the University of Borås, for example.

Why should you cite your sources?

You should cite your sources for the reasons outlined in Konstfack's reference policy. Firstly, you should enable the observer or reader to follow your process – to understand what theoretical foundation you are basing your work on and where your ideas and influences come from. Secondly, you must give the authors of both written and oral texts, as well as creators of works of art, recognition for their work, just as you receive recognition from others for your work. Thirdly, you must show that you can keep your texts, ideas and creations separate from those of others and in this way be honest with the reader or observer about your specific contribution.

If it is unclear what you have contributed and what are the contributions of others, you risk being accused of plagiarism. As a student, you risk being suspended from your studies if you have plagiarised somebody else's work, and it does not matter if this was done out of ignorance or laziness or intentionally.

What do you need to cite as a source?

In short: anything that is not your own work. This naturally means texts such as books, articles in newspapers and journals, reports and laws, but also includes radio and television programmes, podcasts, films on streaming services, tables and, of course, illustrations, photographs and works of art. It also means that you need to cite your sources no matter how you use someone else's work, including what you explicitly quote and pictures you insert with permission, as well as summaries you draw up in your own words, structures or forms you were inspired by or ideas that influenced your work.

How can you make your work easier?

Whenever you read, listen, observe or otherwise gather ideas and inspiration – get into the habit of writing down the source of what it is you want to remember. You can use a notebook, a scrap document on your computer, your mobile's notes app, sticky notes, or whatever you like. The important thing is to have a system that works for you, so you are able to find your note again later.

Make a note of the following:

- The author or author institution.
- The year of publication, transmission or display.
- The title of the book, article, section, work, etc.
- The title of the publisher, journal, series, exhibition, etc.
- The page if it is a printed source. The timestamp if it is an audiobook, podcast or film, for example.

What is the structure of the Oxford system?

There are several different variants of the Oxford system and only one common variant is described here. It is therefore important that you agree with your teacher or examiner what exactly is required for your specific assignment.

The Oxford system uses numbered footnotes, which are usually positioned after the full stop at the end of the sentence.[1] To insert a footnote in Word, use the PC keyboard shortcut ALT+CTRL+F, and for Mac ⌘ +Option+F.

These footnotes are often combined with a reference list at the end, containing all the sources in alphabetical order by author's surname.

If you choose not to have a reference list, however, you will instead need to provide the full details of your source in the footnote the first time you refer to it. On subsequent references to the source, abbreviated information will suffice.

The following sections provide examples of how this might look.

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[1] Looks like this.

Book with an author – printed book, audiobook, e-book

To cite a book as a source, you need to know the author's name, the title of the book, the year it was printed, the publisher and the place of publication. The place of publication is not synonymous with the place of printing.

The same structure applies to audiobooks, but the publisher is usually different in this case.

Structure:

Full reference in the footnote:

[1] First name Surname, *Title*, any edition, Place of publication: Publisher, Year, p. X.

Abbreviated reference in the footnote:

[1] Surname, *Title*, p. X.

In the reference list:

Surname, First name, *Title*, any edition, Place of publication: Publisher, Year, p. X.

Note that the full reference in the footnote is written with the first name first, while the reference list has the surname first.

Example for a printed book:

Full reference in the footnote:

[1] Karin Smirnoff, *Jag for ner till bror*, first edition, Stockholm: Polaris, 2018, p. 77.

Abbreviated reference in the footnote:

[1] Smirnoff, *Jag for ner till bror*, p. 77.

In the reference list:

Smirnoff, Karin, *Jag for ner till bror*, first edition, Stockholm: Polaris, 2018.

Example for an audiobook:

Full reference in the footnote:

[1] Karin Smirnoff, *Jag for ner till bror*, Lund: Btj Audio in partnership with Polaris, 2018, 1:23:43.

Abbreviated reference in the footnote:

[1] Smirnoff, *Jag for ner till bror*, 1:23:43.

In the reference list:

[1] Smirnoff, Karin, *Jag for ner till bror*, Lund: Btj Audio in partnership with Polaris, 2018.

Example for an e-book:

Full reference in the footnote:

[1] Karin Smirnoff, *Jag for ner till bror*, Stockholm: Polaris, 2018, e-book, p. 77.

Images

The same principle applies to images and works of art (see next page). You need to state the first name and surname of the creator, the title and the year of publication or completion. See examples below.

You can only use images, photographs and illustrations that are subject to copyright in your work with the permission of the creator. You are, however, free to use images that you have created yourself or images that are covered by Creative Commons. If you have another person's permission to use their images in your work, you need to cite a reference in three different places.

Structure:

Below the image:
Image 1: *Title*. (First name Surname Year) Any CC licence.

Full reference in the footnote:

Image from the internet
[1] First name Surname, *Title [where applicable the form, such as photograph],* year of publication, http://… [Date the image was retrieved].

Image from database:
[1] First name Surname, *Title [where applicable the form, such as photograph],* year of publication, available from: followed by the name of the database.

Abbreviated reference in the footnote:

[1] Surname, *Title.*

In the reference list:

Image from the internet
Surname, First name, *Title [where applicable the form, such as photograph],* year of publication, http://… [Date the image was retrieved].

Image from database:
Surname, First name, *Title [where applicable the form, such as photograph],* year of publication, available from: followed by the name of the database.

Example:

Below the image:

Image 1: *blåveis i april.* (eldbjorgd 2016). CC BY-NC-SA 2.0.

Full reference in the footnote:

[1] Eldbjorgd, *blåveis i april [photograph],* 2016,
https://www.flickr.com/photos/87724765@N06/26461273186/ [1 March 2020].

In the reference list:

Eldbjorgd, *blåveis i april [photograph],* 2016,
https://www.flickr.com/photos/87724765@N06/26461273186/ [1 March 2020].

Works of art

Structure:

Full reference in the footnote:

[1] First name Surname, *Title of the work [medium – photography, performance, sculpture, furniture],* institution or collection where the work can be found, town or city, year.

Abbreviated reference in the footnote:

[1] Surname, *Title.*

In the reference list:

Surname, First name, *Title of the work [medium – photography, performance, sculpture, furniture],* institution or collection where the work can be found, town or city, year.

If you have retrieved the work online, add:

Available via: link [date].

Example:

Full reference in the footnote:

[1] Salvador Dali, *Madonna [Oil on canvas],* Tate Gallery, London, 1958.

In the reference list:

Dali, Salvador, *Madonna [Oil on canvas],* Tate Gallery, London, 1958.

Book with multiple authors

If a book has multiple authors, you should make reference to all of them, in the order stated in the book. This is important – it *can* mean that the name which is stated first has made the greatest contribution and there is also prestige involved in being listed first.

Structure:

Full reference in the footnote:

[1] First name Surname1 & First name Surname2, *Title*, Place of publication: Publisher, year, p. X.

Abbreviated reference in the footnote:

[1] Surname, *Title*, p. X.

In the reference list:

Surname1, First name & Surname2, First name, *Title*, Place of publication: Publisher, year, p. X.

Example:

Full reference in the footnote:

[1] Marita Sturken & Lisa Cartwright, *Practices of Looking – An Introduction to Visual Culture*, New York: Oxford University Press, 2017, p. 23.

In the reference list:

Sturken, Marita & Cartwright, Lisa, *Practices of Looking – An Introduction to Visual Culture*, New York: Oxford University Press, 2017.

Collections – a chapter or the entire anthology

Some books are anthologies, in other words collections of texts by several different authors with a single editor.

Structure:

Refer to an individual chapter as follows:

Full reference in the footnote:

[1] First name Surname [of the author of the chapter], "Title of chapter", in Book title, Editors of the book, edition if 2nd or later, Place of publication: Publisher, year, p. X.

Abbreviated reference in the footnote:

[1] Surname of chapter author, "Title of chapter", p. X.

In the reference list:

Surname, First name [of the author of the chapter], "Title of chapter", in Book title, Editors of the book, edition if 2nd or later, Place of publication: Publisher, year.

Example:

Full reference in the footnote:

[1] Gunnela Ivanov, "Den besjälade industrivaran", in *Formens rörelse: Svensk Form genom 150 år*, edited by Kerstin Wickman, Stockholm: Carlsson, 1995, p. 45.

In the reference list:

Ivanov, Gunnela, "Den besjälade industrivaran", in *Formens rörelse: Svensk Form genom 150 år*, edited by Kerstin Wickman, Stockholm: Carlsson, 1995.

Refer to the entire anthology as follows:

Full reference in the footnote:

[1] Kerstin Wickman, *Formens rörelse: Svensk Form genom 150 år*, Stockholm: Carlsson, 1995.

In the reference list:

Wickman, Kerstin, *Formens rörelse: Svensk Form genom 150 år*, Stockholm: Carlsson, 1995.

A work without an author/creator:

A work does not always have a named author. The title then serves as a differentiator.

Example:

Full reference in the footnote:

[1] *Medicine in old age*, second edition, London: British Medical Association, 1985, p. 120.

Abbreviated reference in the footnote:

[1] *Medicine in old age*, p. 120.

In the reference list:

Medicine in old age, second edition, London: British Medical Association, 1985.

Scientific journals

Structure:

Full reference in the footnote:

[1] First name Surname, "Title of article", *Title of journal*, volume, number, year, page number of the specific page or pages to which you are referring.

Abbreviated reference in the footnote:

[1] Surname, "Title of article", p. X.

In the reference list:

Surname, First name, "Title of article", *Title of journal*, volume, number, year, page number of entire article.

Example:

Full reference in the footnote:

[1] Kristina Fridh, "From Japanese tradition towards new subjectivity in the architecture of Kengo Kuma and Toyo Ito", *Architectural Research Quarterly*, 21(2), 2017, p. 113.

In the reference list:

Fridh, Kristina, "From Japanese tradition towards new subjectivity in the architecture of Kengo Kuma and Toyo Ito", *Architectural Research Quarterly*, 21(2), 2017, pp. 113–130.

Theses and degree projects

Structure:

Full reference in the footnote:

[1] First name Surname, *Title*, Dissertation/Bachelor's thesis/Degree project, university where the degree was completed, year, p. X.

Abbreviated reference in the footnote:

[1] Surname, *Title*, p. X.

In the reference list:

Surname, First name, *Title*, Dissertation/Bachelor's thesis/Degree project, university where the degree was completed, year.

Example:

Full reference in the footnote:

[1] Frida Hållander, *Vems hand är det som gör?: en systertext om konst/hantverk, klass, feminism och om viljan att ta strid*, Dissertation, University of Gothenburg, 2019, p. 73.

In the reference list:

Hållander, Frida, *Vems hand är det som gör?: en systertext om konst/hantverk, klass, feminism och om viljan att ta strid*, Dissertation, University of Gothenburg, 2019.

Newspapers

Structure:

Full reference in the footnote:

[1] First name Surname, "Title of article", *Title of newspaper*, Date.

Abbreviated reference in the footnote:

[1] Surname, "Title of article".

In the reference list:

Surname, First name, "Title of article", *Title of newspaper*, Date.

Example:

Full reference in the footnote:

[1] Matilda Gustavsson, "18 kvinnor: Kulturprofil har utsatt oss för övergrepp", *Dagens Nyheter,* 21 November 2017.

In the reference list:

Gustavsson, Matilda, "18 kvinnor: Kulturprofil har utsatt oss för övergrepp", *Dagens Nyheter,* 21 November 2017.

Internet sources

It is not really possible to have a standardised structure for electronic sources – these can be anything from books, articles and films to works of art.

Cite references to web pages that do not fall under any of the above categories as follows:

Structure:

Full reference in the footnote:

[1] Author/organisation, Title of web page, URL, date when you last visited the web page.

Abbreviated reference in the footnote:

[1] Surname, *Title*.

In the reference list:

Author/organisation, Title of web page, URL, date when you last visited the web page.

Example:

Full reference in the footnote:

[1] Konstfack, *Konstfack – Degree Exhibition 2019 / Vårutställning 2019*, https://konstfack2019.se/, 1 March 2020.

In the reference list:

Konstfack, *Konstfack – Degree Exhibition 2019 / Vårutställning 2019*, https://konstfack2019.se/, 1 March 2020.

Films and video

Feature films and documentaries

Structure:

Full reference in the footnote:

[1] Creator/organisation, *Title*, [film], Publisher, year.

Abbreviated reference in the footnote:

[1] Surname, *Title*.

In the reference list:

Creator/organisation, *Title*, [film], Publisher, year.

Example:

Full reference in the footnote:

[1] Malik Bendjelloul, *Searching for Sugar Man,* [film], London: Red Box Films & Passion Pictures, 2013.

In the reference list:

Bendjelloul, Malik, *Searching for Sugar Man,* [film], London: Red Box Films & Passion Pictures, 2013.

Video – such as YouTube clips

Structure:

Creator/organisation, *Title*, [video], Platform/publisher, date the video was published, URL, date you watched the video.

Example:

Full reference in the footnote:

[1] Konstfack, *ASMR – Konstfack University of Arts, Crafts and Design expands your horizons*. [Video], Stockholm: Konstfack, published 4 April 2018, https://www.youtube.com/watch?v=xZKGZvvXNbE, accessed 1 March 2020.

In the reference list:

Konstfack, *ASMR – Konstfack University of Arts, Crafts and Design expands your horizons*. [Video], Stockholm: Konstfack, published 4 April 2018, https://www.youtube.com/watch?v=xZKGZvvXNbE, accessed 1 March 2020.

ChatGPT or similar services for generative AI

If you have used ChatGPT or any other AI tool in your work, you need explain how and why, for example in the introduction or method section of your essay. You should always give account for the prompts used.

Always check with your examiner if and how you may use generative AI for the assignment.

Example:

Full reference in the footnote:

[1] OpenAI, ChatGPT (Version 3.5, januari 2022), 2023, https://chat.openai.com/chat

In the reference list:

OpenAI, ChatGPT (Version 3.5, januari 2022), 2023, https://chat.openai.com/chat

Social media content, interviews, personal communication (text messages and phone calls)?

As previously mentioned, other universities have published more extensive referencing guides, with examples and explanations on how to write references to social media content, personal communication (such as text messages and phone calls), interviews and much more. The Study Support Workshop recommends the guide from [Deakin University](#).

What if your source refers to other sources?

If you are reading an academic book, for example, it no doubt contains many citations and references. If you want to use one of these citations, you should ideally consult the original source and then refer to this in your text.

Sometimes this is not possible, however. In this case, you need to be clear about how the sources are connected in the footnote. Only the text that you have read yourself should be included in the reference list.

Example:

Full reference in the footnote:

[1] Richard J. Bernstein, *Beyond Objectivism and Relativism*, Oxford: Basil Blackwell, 1983, see Mats Alvesson & Kaj Sköldberg, *Tolkning och reflektion. Vetenskapsteori och kvalitativ metod*, 2nd edition, Lund: Studentlitteratur, 2008, p. 69.

In the reference list:

Alvesson, Mats & Sköldberg, Kaj, *Tolkning och reflektion. Vetenskapsteori och kvalitativ metod*, 2nd edition, Lund: Studentlitteratur, 2008.

What if the same person is the author of several titles from the same year?

If you refer to multiple works by the same author from the same year, distinguish between them as follows:

In the bibliography:

Nyman, Paulina. (2020a). *First title in alphabetical order*. Place of publication: Publisher.

Nyman, Paulina. (2020b*). Second title, still in alphabetical order*. Place of publication: Publisher.

What if there is no year of publication?

Then you should write "no date" instead of the year.

Example:

[1] First name Surname, *Title*, etc., no date.

What if you refer to the same work several times in a row?

Then you can write "ibid." – an abbreviation of *ibidem,* which means "in the same place" in Latin. Do this at the very last editing stage of your text, when no more paragraphs and sentences will be moved around.

Example:

[1] Marita Sturken & Lisa Cartwright, *Practices of Looking – An Introduction to Visual Culture*, New York: Oxford University Press, 2017, p. 23.

[2] Ibid., p. 27.