

Referring

1 referring to an earlier part of an essay, report etc

▼ **above** *adj, adv* used when referring to something in an earlier part of the essay, report etc that you are writing, usually something that is nearby and on the same page:

- See **the above** diagram.
- Students often have difficulty with verbs of motion, as **the above** example shows.
- This procedure is described **above**.
- For more information, **see above**.

STUDY NOTE: Grammar

► **Above** can be used as an adjective, for example: *the above picture*, or as an adverb, for example: *see above*.

▼ **previous** *adj* [only before noun] a **previous** part of an essay, report etc comes before this one:

- *The results of this study were discussed in a **previous** section.* (=one of the sections before this one)
- *As was mentioned in **the previous** chapter,* (=the chapter immediately before this one) *these changes occurred over a long period of time.*

▼ **preceding** *adj* [only before noun] the **preceding** part of an essay, report etc comes immediately before this one:

- *In **the preceding** pages, she describes the history of the island.*
- *These meetings were mentioned in **the preceding** paragraph.*

▼ **earlier** *adv* at some point before this in an essay, report etc:

- *It is extremely important, therefore, to follow the general principles on project planning that we described **earlier** in the chapter.*
- ***As was mentioned earlier,** at that time most people could not expect to live beyond the age of 65.*
- ***As outlined earlier,** an alternative theory was becoming widely accepted in the 1920s.*

▼ **as has been seen/it has been seen that** used when referring to something that you have already mentioned or shown:

- *Matisse, **as has been seen,** was inspired by the work of Cezanne.*
- ***It has been seen that** there are a number of problems with this type of approach.*

▼ **the former** *adj n* [singular] a formal phrase meaning the first of the two things or people that you have just mentioned:

- ***The former** method is probably more likely to produce a successful result.*
- *There were two possible ways of dealing with the situation: try to negotiate with the terrorists, or launch an immediate attack. The government chose **the former**.*

STUDY NOTE: Grammar

► **Former** can be used as an adjective, for example: *the former approach*, or as a noun, for example: *The corporation chose the former.*

▼ **the latter** *adj n* [singular] a formal phrase meaning the second of the two things or people that you have just mentioned:

- *Some people think the killing was deliberate. Others say that it was an accident. I would take **the latter** view.*
- *The people are either Albanians or Serbs. **The latter** regard Kosovo as a sacred part of historic Serbia.*

STUDY NOTE: Grammar

► **Latter** can be used as an adjective, for example: *the latter view*, or as a noun, for example: *Wilson preferred the latter.*

2 referring to a later part of an essay, report etc

▼ **below** *adv* used when referring to a later part of the essay, report etc that you are writing, usually nearby on the same page:

- ***See below** for further details.*
- *The reasons that lay behind this decision are discussed **below**.*
- ***Below** is a short account of the events that led up to the crisis.*

▼ **the following** *adj n* [singular] used when referring to the things or people that you are going to mention:

- *Consider **the following** example.*
- *It is important to remember **the following** points.*
- *Make sure that the patient has **the following**: drugs, dressings, X rays, and a completed appointment card.*
- ***The following** are some of the things that people said about the book.*

STUDY NOTE: Grammar

► **The following** can be used as an adjective, for example: *the following method*, or as a noun, for example: *Choose one of the following.*

► When it introduces a list that comes immediately after it, **the following** has a colon after it: *Your report should discuss the following: initial hypothesis; the experiment; analysis of the results.*

▼ **as follows** used when introducing a list or an explanation:

- *The three elements are **as follows**: economy, efficiency, and effectiveness.*

▼ **there follows** used when giving a short description of what comes next in an essay, report etc:

- ***There follows** a simple example of this kind of organization of ideas and information.*

▼ **over page/overleaf** *adv* on the next page. Used when telling people to look at the next page for more information about something:

- *This sound is produced with the tongue behind the top teeth (see diagram **over page**).*
- *More than 8,400 new airliners will be sold over the next 15 years, worth more than \$500 billion (see chart **overleaf**).*

▼ **see over** used when asking people to look at the next page for more information about something:

- *For more information, **see over**.*
- *Einstein was awarded the Nobel prize for his work on the Quantum Theory (**see over**).*

▼ **as we shall see** used when saying that something will be explained or become clear later in a piece of writing:

- ***As we shall see** later, their views differ in several important respects.*
- *This idea is probably wrong, **as we shall see**.*

3 referring to another piece of work

▼ **see** *v*[T] used when referring to another writer's work:

- *For a more extensive discussion, **see** Eysenck (1979).*
- ***See** Townsend (1971, pp. 120–9) for an interesting analysis of this topic.*

▼ **as sb says/notes/remarks/points out etc** used when you are quoting another writer, when you agree with what they said:

- ***As** Professor Richard Dawkins **points out**, this process is influenced by environmental factors.*
- *It is important to remember, **as** Alan Kay **says**, "the main difference between scientists and engineers is that engineers want to make things and scientists want to understand them."*

▼ **cf.** used when referring to something, for example a particular writer's work, that is connected with the subject that you are writing about:

- *Often a male speaker will use a more formal style when addressing a woman (**cf.** Trudgill 1986).*
- *Very few linguists have produced analyses that make use of such functional categories (**but cf.** Halliday, 1973).*

STUDY NOTE: Grammar

- ▶ **Cf.** is the abbreviation of the Latin word **confer**, which means 'compare'.

▼ **op. cit.** used in formal writing when you are referring to a book, article etc that you have already mentioned:

- *There has been much discussion concerning the origins of primitive art (see also*

STUDY NOTE: Grammar

► **Op. cit.** is the abbreviation of the Latin words **opere citato**, which mean 'in the work that I have quoted'.

▼ **ibid.** *adv* used in formal writing when you are referring to the same book, article etc as the one that you have just mentioned:

- *Half of these countries have incomes between \$1,000 and \$3,000 (ibid: p63).*

STUDY NOTE: Grammar

► **Ibid.** comes from the Latin word **ibidem**, which means 'in the same place'.

▼ **loc. cit.** used in formal writing when you are referring to the same page in a book, article etc as the one that you have just mentioned:

- *According to Dionysius (loc. cit.) the statue had disappeared, and was supposed to have been burned.*

STUDY NOTE: Grammar

► **loc. cit.** is an abbreviation of the Latin words **loco citato**, which mean 'in the same place I have quoted'.

▼ **pp.** the written abbreviation of **pages**, used when you are referring to several pages in another writer's book, article etc:

- *See also Wadsworth 1978, pp. 54-55*