

Guidelines for referencing in History

Why Acknowledge Your Sources?

Every paper you submit must be based on your own work. Factual material or ideas you take from a source (primary or secondary) must be acknowledged in a reference. They are essential because they verify the evidence to your arguments. The exception to this is where that information is common knowledge, for example, the year in which legislation was passed.

Referencing is normally done through a combination of notes and a bibliography. Your referencing must tell your reader where you got *all the specific information* in your paper, and where any *ideas* or *interpretations* came from that are not your own. This includes not just direct quotations (which must be placed in quotation marks) but also facts, interpretations and theories. If you present other people's work, whether they be an historian or a fellow student, as your own this is Plagiarism. Plagiarism is a serious academic offence and will be penalised.

References and Notes

The most common form of referencing in historical writing utilizes *notes*, either at the bottom of the page (footnotes) or at the end of the paper (endnotes). Wherever you place your notes, a bibliography must be included at the end of the paper (after the endnotes). A bibliography is a list of all the sources you have used and found helpful.

The Department uses a slightly simplified version of the MHRA system. What follows is a short guide on how to format notes and bibliographies. For more examples and cases not covered here, you can download the *MHRA Style Guide*:

<http://www.mhra.org.uk/Publications/Books/StyleGuide/>

The use of notes

Notes provide a reference to material, interpretation, or direct quotation given in the text. Notes can also be used to provide supplementary or supporting information or comment which might interrupt the flow of your discussion in the text of your paper. This should be used sparingly and carefully, all information directly appertaining to the contents of the text should be included there and not in the notes.

Format for notes

- The number of the note should be placed at the end of the sentence to which it applies, after the full stop.
- The note number should be half a space above the line of the text.
- If notes are on the same page as the text, they may either be numbered consecutively throughout the paper or start again with number one on each new page. Notes at the end of the paper must be numbered in sequence throughout the paper.
- Notes provide necessary information so that the reader can trace your research.
- Notes must be in a consistent format.

It is essential that you know what type of document you are referencing and that your citation shows the reader what type of document it is. In order to convey this information, notes are formatted slightly differently depending on whether they refer to a book, to an article in a journal, to a chapter or essay in an edited collection or to a website.

The first time you reference a book

You should include:

- the name(s) of author(s), followed by a comma
- the title of the work in italics. If the book has a title and a subtitle, these two should be separated by a colon (:))
- the number of volumes (if it is a multi-volume work), in this form: 3 vols
- publication information, i.e. place of publication, publisher and year of publication, in parentheses. Put a colon (:) after the place of publication and a comma after the publisher
- the page(s) that you are citing, preceded by 'p.' if you are citing a single page, or 'pp.' if you are citing several pages.

For example:

Roger Spalding and Christopher Parker, *Historiography: An Introduction* (Manchester: Manchester University Press, 2007), p. 57.

James Renton, *The Zionist Masquerade: The Birth of the Anglo-Zionist Alliance, 1914-1918* (Basingstoke and New York: Palgrave Macmillan, 2007), pp. 102-04.

Subsequent citations

After citing a work once, subsequent references should be given in an abbreviated form that only includes the author's surname, a short version of the title and the page number(s).

For example:

Spalding and Parker, *Historiography*, p. 57.

Renton, *The Zionist Masquerade*, pp. 124-47.

The first time you reference an article in a journal

You should include:

- the name(s) of author(s) followed by a comma
- the title of the article in single inverted commas, followed by a comma
- the title of the journal, in italics
- the volume number of the journal
- the year of publication, in parentheses and followed by a comma
- the first and last pages of the article
- the specific page number(s) that you want to cite, in parentheses, preceded by 'p.' if you are citing a single page, or 'pp.' if you are citing several pages.

For example

Daniel Gordon, 'The Back Door of the Nation State: Political Expulsions and Continuity in Twentieth Century France', *Past and Present* 186 (2005), 201-32 (p. 211).

Alyson Brown, 'The Amazing Mutiny at the Dartmoor Convict Prison', *British Journal of Criminology* 47 (2007), 276-92 (pp. 280-83).

Subsequent citations

After citing a work once, subsequent references should be given in an abbreviated form that only includes the author's surname, a short version of the article's title and the page number(s).

For example

Gordon, 'The Back Door of the Nation State', p. 211.

Brown, 'The Amazing Mutiny', pp. 284-86.

The first time you reference a chapter or essay in an edited book

You should include:

- the name(s) of the author(s) of the chapter, followed by a comma
- the chapter's title in single inverted commas, followed by a comma
- the word 'in', followed by the name(s) of the book's editor(s), followed by 'ed.,' if it is a single editor, or 'eds,' if there are several
- the book's title in italics
- full publication details, in parentheses (i.e. place of publication, publisher and year of publication), followed by a comma
- first and last pages of the chapter, preceded by 'pp.'
- specific pages that you want to cite, in parentheses, preceded by 'p.' or 'pp.'

For example

Nicky Tsougarakis, 'On the Frontier of the Orthodox and Latin World: Religious Patronage in Medieval Frankish Greece', in Emilia Jamroziak and Karen Stöber, eds, *Monasteries on the Borders of Medieval Europe: Conflict and Cultural Interaction* (Turnhout: Brepols, 2013), pp. 193-210 (pp. 195-200).

Charlie Whitham, 'Anglo-American Post-War Planning', in Tom Zeiler, ed., *A Companion to World War Two* (New York: Blackwell Publishing, 2013), pp. 945-61 (p. 948).

Subsequent citations

After citing a work once, subsequent references should be given in an abbreviated form that only includes the author's surname, a short version of the chapter's title and the page number(s).

For example

Tsougarakis, 'On the Frontier', pp. 196-99.

Whitham, 'Anglo-American Post-War Planning', pp. 946-47.

Citing newspaper articles

You should include:

- the name(s) of the author(s), followed by a comma
- the title of the article in single inverted commas, followed by a comma
- the title of the newspaper, in italics, followed by a comma
- the date of publication (day, month, year), followed by a comma
- the page number(s), preceded by 'p.' or 'pp.'

For example

Michael Schmidt, 'Tragedy of Three Star-Crossed Lovers', *The Daily Telegraph*, 1 February 1990, p. 14.

Subsequent citations

After citing a newspaper article once, subsequent references should be given in an abbreviated form that only includes the author's surname, a short version of the title and the page number.

For example

Schmidt, 'Tragedy', p. 14.

Citing online material

You should aim to give as full a reference as possible when citing material from the internet, including (where possible):

- the name(s) of author(s), followed by a comma
- the title of the piece in single inverted commas, followed by a comma
- the name of the webpage in italics

- the original date of publication, if that can be ascertained
- the website's URL, enclosed within < >
- the date when you accessed the material, enclosed within brackets []

For example

Bob Nicholson, 'Racy Yankee Slang has Long Invaded our Language', *The Guardian*, 8 October 2010
<<http://www.theguardian.com/commentisfree/2010/oct/08/chillax-emma-thompson-slang-english-language>> [accessed 23 June 2014].

James Renton, 'Britain in Palestine: Time to Apologise?', *History and Policy Network*, 19 June 2013
<<http://www.historyandpolicy.org/opinion-articles/articles/britain-in-palestine-time-to-apologise>> [accessed 15 July 2014]

Citing archival material

You should include:

- the name of the archive, followed by a comma
- the name of the manuscript collection, followed by a comma
- the title of the manuscript or other source, according to the archive's own classification system
- where appropriate, the page or folio number, preceded by 'p.' or 'pp.' (for printed material) and 'fol.' or 'fols' for manuscripts, followed by the indications 'r' (for recto) and 'v' (for verso)

For example

Oxford, Bodleian Library, MS Bodley 277, fol. 26v.

The National Archives, Records of the Exchequer, E326/9376.

Subsequent citations

Subsequent citations may be abbreviated, but you should always cite the particular document in question, exactly as it appears in the archive's catalogue:

MS Bodley 277, fol. 26v.

TNA, E326/9376.

Indirect quotations

What about when you are referencing a writer's work which appears in a text other than the original i.e. when the author of the book you are reading has used a quotation from another author that you want to use? Before referencing the publication you have read give the name of the original author and then 'cited in'. Thus the following extract is taken from Geoffrey Pearson, *Hooligan: A History of Respectable Fears* (London: Macmillan, 1983), p.55.

The sense of moral crisis and social discontinuity reflected here was deeply characteristic of late Victorian and Edwardian society, and from the late 1890s until the First World War there was a flood of such accusations against the youth. 'A somewhat unlovely characteristic of the present day', Mrs Helen Bosanquet wrote in 1906, was that 'there is among the children a prevailing and increasing want of respect towards their elders, more especially, perhaps, towards their parents.'

If you want to use the quotation by Mrs Bosanquet ie.,

In 1906 Mrs Helen Bosanquet observed that there was among children 'a prevailing and increasing want of respect toward their elders, more especially, perhaps, towards their parents'.

This should be referenced in the foot or endnote as follows:
Cited in Geoffrey Pearson, *Hooligan: A History of Respectable Fears* (London: Macmillan, 1983), p.55.

If you have not used the name of the originator of the quotation in the text of your paper this should be included in the foot or endnote ie.,

Mrs Helen Bosanquet cited in Geoffrey Pearson, *Hooligan: A History of Respectable Fears* (London: Macmillan, 1983), p.55.

Bibliographies

The bibliography enables the reader to assess the range and depth of your reading and to find and use the sources that you have consulted. The bibliography is placed at the very end of the paper. A bibliography should list all secondary and primary sources that you found useful while doing research for your paper, even if you did not end up citing them individually in notes. However, do not be tempted to pad out your bibliography by adding sources you have either not looked at or sources that proved not to be useful.

- Entries within a bibliography are arranged alphabetically by the author's last name and not numbered.
- The author's last name is typed first, followed by his or her first name, followed by a comma.
- If you list several works by the same author, arrange them alphabetically by title after the author's name. Use an underscore in place of the author's name for the second and later items to indicate the same author.
- In most other respects, bibliographical entries look almost identical to notes.

Books

The information you should include is:

- name(s) of author(s), with the surname coming first, followed by a comma
- title of book, in italics
- number of volumes, if it is a multi-volume work
- place of publication, publisher and year of publication, in parentheses, as you would do for a footnote

For example:

Spalding, Roger, and Christopher Parker, *Historiography: An Introduction* (Manchester: Manchester University Press, 2007)

Renton, James, *The Zionist Masquerade: The Birth of the Anglo-Zionist Alliance, 1914-1918* (Basingstoke and New York: Palgrave Macmillan, 2007)

Articles in journals

The information you should include is:

- name(s) of author(s), with the surname coming first, followed by a comma
- title of article, in single inverted commas, followed by a comma
- title of journal, in italics
- volume of journal
- year of publication, in parentheses
- first and last page numbers.

For example:

Gordon, Daniel, 'The Back Door of the Nation State: Political Expulsions and Continuity in Twentieth Century France', *Past and Present* 186 (2005), 201-32

Brown, Alyson, 'The Amazing Mutiny at the Dartmoor Convict Prison', *British Journal of Criminology* 47 (2007), 276-92

Book chapters or essays in edited volumes

The information you should include is:

- name(s) of authors, with surname coming first, followed by comma
- title of chapter/essay, in single inverted commas, followed by a comma
- the word 'in', followed by the name(s) of the book's editor(s), followed by 'ed.,' if it is a single editor, or 'eds,' if there are several
- the title of the book, in italics
- the place of publication, publisher and year of publication, in parentheses, as you would do in a footnote, followed by a comma
- first and last page numbers, preceded by 'pp.'

For example:

Tsougarakis, Nicky, 'On the Frontier of the Orthodox and Latin World: Religious Patronage in Medieval Frankish Greece', in Emilia Jamroziak and Karen Stöber, eds, *Monasteries on the Borders of Medieval Europe: Conflict and Cultural Interaction* (Turnhout: Brepols, 2013), pp. 193-210

Whitham, Charlie, 'Anglo-American Post-War Planning', in Tom Zeiler, ed., *A Companion to World War Two* (New York: Blackwell Publishing, 2013), pp. 945-61

The same procedure would be followed with online and other resources. Any archival, unpublished sources, should be listed in a separate section. A bibliography, therefore, would look like this:

Sample Bibliography

Archival material

The National Archives, Records of the Exchequer, E326/9376

Published material

Brown, Alyson, 'The Amazing Mutiny at the Dartmoor Convict Prison', *British Journal of Criminology* 47 (2007), 276-92

Gordon, Daniel, 'The Back Door of the Nation State: Political Expulsions and Continuity in Twentieth Century France', *Past and Present* 186 (2005), 201-32

Nicholson, Bob, 'Racy Yankee Slang has Long Invaded our Language', *The Guardian*, 8 October 2010
<<http://www.theguardian.com/commentisfree/2010/oct/08/chillax-emma-thompson-slang-english-language>> [accessed 23 June 2014].

Renton, James, 'Britain in Palestine: Time to Apologise?', *History and Policy Network*, 19 June 2013
<<http://www.historyandpolicy.org/opinion-articles/articles/britain-in-palestine-time-to-apologise>> [accessed 15 July 2014]

-----, *The Zionist Masquerade: The Birth of the Anglo-Zionist Alliance, 1914-1918* (Basingstoke and New York: Palgrave Macmillan, 2007)

Schmidt, Michael, 'Tragedy of Three Star-Crossed Lovers', *The Daily Telegraph*, 1 February 1990, p. 14

Spalding, Roger, and Christopher Parker, *Historiography: An Introduction* (Manchester: Manchester University Press, 2007)

Tsougarakis, Nicky, 'On the Frontier of the Orthodox and Latin World: Religious Patronage in Medieval Frankish Greece', in Emilia Jamroziak and Karen Stöber, eds, *Monasteries on the Borders of Medieval Europe: Conflict and Cultural Interaction* (Turnhout: Brepols, 2013), pp. 193-210

Whitham, Charlie, 'Anglo-American Post-War Planning', in Tom Zeiler, ed., *A Companion to World War Two* (New York: Blackwell Publishing, 2013), pp. 945-61

Pay attention to the punctuation of footnotes and bibliographical entries. Note, for example, that the various pieces of information are usually separated by commas, but no commas are needed right before parentheses. Note also that there is a space between 'pp.' and the page numbers that follow.