

Referencing Your Work (reproduced and adapted from *History and Politics Coursework and Assessment Handbook, 2016-17*)

To illustrate a professional attitude to your work and avoid plagiarism, all continuously assessed work should use scrupulous standards of referencing. References should be given in substantiation of factual statements (including statistics), especially obscure ones, or when citing an opinion that is not your own, - and above all in quoting. A certain amount of judgement has to be exercised; it is not necessary to give references for facts which are well known and in the public domain, e.g. the date the Battle of Waterloo or of the outbreak of the First World War.

NB. HISTORY ESSAYS SHOULD USE THE FOOTNOTE OR NUMBERED NOTE SYSTEM RATHER THAN HARVARD

Good referencing is vital to achieving higher marks in academic essays. The following rules indicate how to write an appropriate footnote for each of the different resources you may use in an essay and it is crucial that you understand them and apply them in your work.

Some people seem to get confused when dealing with footnotes, and generally this is because they have been taught different styles or get confused about the choices you have to make when using footnotes.

The choices that need to be made at the beginning of your essay and remain consistent throughout:

1. Either use footnotes or endnotes. Footnotes appear at the bottom of each page of your essay, while endnotes appear at the end of your essay in a numbered list style.
2. Either use *italics* or underline the titles of your material within your footnotes.
3. Most footnotes come in the font size 10. Some computers may have different settings, so decide what font size you will use throughout.

Book

An example: A.G. Squid, *Wrecks of the Firth of Clyde: My Part in their Occurrence*, (Ardrossan, 2015), p. 345.

An explanation: Initials of author separated by full stops, full surname of author followed by a comma, italicized or underlined title of the book, open brackets and include the place the book was published and the date of publish and then close brackets, comma, use 'p' to signify page number followed by a full stop, page number again followed by a full stop.

Chapter from a book

Example: B. Shepherd, 'Writing my Yale Book', in J. Greenlees, (ed.), *Stories of Inspiring Endeavour* (Preston, 2015), p. 101.

Explanation:

Initials of the author of the chapter, full stop, surname of the author of the chapter, comma, inverted comma, title of the chapter, close inverted comma, comma, in, initials of the author of the book followed by full stops, surname of the author of the book, brackets with ed. within them which is a shortened version of editor, comma, title of book in italics or underlined, open brackets, place of publish, date of publish, close brackets, comma, p. for page, comma, page number, full stop.

Journal Article

Example:

S. Davidson, 'Pigs in Pajamas: the Limits of Anthropomorphism' in *International Journal of Terribly Difficult Studies*, vol. 24 (4) 2009, p. 78.

Explanation:

Initial of author, full stop, surname of author, comma, inverted comma, title of the article, inverted comma, comma, in, title of the journal, comma, volume number, open brackets, the issue number, close brackets, year of publish, comma, p. for page, page number, full stop.

Website:

Example:

<http://www.oldbaileyonline.org/> - accessed on 10/03/2011.

Explanation:

The whole web address needs to be copied down, use a dash and then write the date you accessed the website, followed by a full stop. (The web address should be in black ink and not underlined.)

ibid.

ibid. (is an abbreviation from the Latin *ibidem* meaning "in the same place"). In common terms *ibid* means 'the same as above'.

Example:

1. V. Long, 'Academics turned serial killers: 1920-79', *Studies in Incipient Homicide*, vol. 267 (2008), p. 79.

2. *ibid.*

3. *ibid.*, p. 79.

Explanation:

The first reference is written out in full. However if you want to immediately use the same reference again in the next footnote you simply use *ibid*. Footnote three shows that you can use the same reference again but if you are quoting from a different page you simple change the page number. *ibid.* can only be used if it is directly beneath the original footnote.

Page numbers

The use of page numbers in footnotes is very important. It gives the reader the opportunity to find an interesting quote or source for themselves instead of taking your word for it that it exists. Therefore you need to make sure that you have given a page number and that it is the right one. The two examples show how to note a page number correctly in a footnote.

Footnoting a quote or paraphrasing from a single page within a book:

M. McLay, *Lyndon Johnson's Swear Box and the Financing of the Great Society* (Washington, DC, 2015), p. 345.

Footnoting a quote or paraphrasing that spans a couple of pages within a book:

R. Lightbody, *Rousseau's Trainset: Democratic Models in History* (Glasgow, 2016), pp. 345-347.

Bibliography

Example: Walsh O., 'Percy French as a post-Famine cultural icon' in *International Journal of Irish Stuff*, vol. 24 (4) 2009, pp. 78-94.

Duncan F., *Building the New Frontier: Emigration in Contemporary Context*, (Saskatoon, 2016).

A bibliography is a list at the end of your essay of all the reading of books and sources that you have done. The references should be listed in alphabetical order with the author's

surname at the start of the reference. Individual page numbers are not required for each reference. The exception is that the page numbers of the full articles and chapters should be noted.

All essays and presentations contributing towards your coursework grade require a bibliography. Your **bibliography** should cite in full the various books and articles which you have consulted in order to write your essay. These will, of course, be ordered alphabetically by author. Part of the point of a bibliography is to allow the marker to assess how successfully a student has mastered the reading. It does **not** contain works on the selected reading list which were not consulted. **Do not cite Lecture Notes or Seminar Notes – this is most unacceptable in all academic work. YOU WILL SUFFER!**

Small quotes:

Sometimes you encounter a small phrase (no more than a sentence) that you wish to quote. This should be placed in single quotation marks, with the surname of the author(s), year and page number. Here's an example, with a footnote:

Hitler's army commander-in-chief, General von Brauchitsch, was so spineless that the historian Gerhard Weinberg describes him as having been 'an anatomical marvel, a man totally without a backbone.'¹

Long quotes:

Again, sometimes you encounter a few sentences that are so critical to your narrative that you decide to quote them in full. You should do this by indenting them into the text and including the surname(s), year and page number. Here's an example, with a footnote:

To help overcome conservative army officers' reservations about the Nazis, Hitler flattered them with, in the words of Joachim Fest,

a flood of lip service to nationalism, tradition, the Prussian spirit, Western values, or the spirit of the front-line soldier, ostentatious displays of respect for the person of the Reich President, and stress upon decency, morality, order, Christianity, and all those concepts which went with a conservative idea of the state.²

¹ Gerhard L. Weinberg, *Germany, Hitler & World War II* (Cambridge, 1995), p. 140.

² Joachim C. Fest, *The Face of the Third Reich* (London, 1970), p. 237.