REFERENCES

FOOTNOTES AND BIBLIOGRAPHY

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REFERENCES

The function of references is to allow the reader to identify the source of an idea or locate a quotation. They should therefore be clear and consistent, and poor presentation may be penalized. References should be numbered in the text and written out in full at the bottom of the page as footnotes.

You should reference every piece of evidence you use and should also reference key ideas and approaches drawn from the secondary literature. Footnotes are not included in the word count, but you must not include any material other than references to secondary or primary sources. Any written material should go in the main body of the essay or dissertation. You should also always reference the book/article/source/lecture in which YOU discovered the information. Copying out someone else's footnotes is plagiarism.

A reference should be given in full in the first footnote in which you cite it. All subsequent references to the same work can then be abbreviated. When a reference is identical to the one **directly preceding** it (except for page numbers), the abbreviation '*Ibid.*' may be used, for example: *Ibid.*, 67. This should be one of the very last things you do before submission of your work, otherwise references risk being mixed up during cutting and pasting.

BIBLIOGRAPHY

Your bibliography should list all of the materials used in the preparation of the essay or dissertation, whether manuscripts, books, articles, images, websites or audio-visual materials. The bibliography may be single spaced. Divide your sources according to the categories below.

Note that the presentation of secondary source references in the bibliography is not exactly the same as the presentation of secondary source references in the footnotes. Use the examples at the end of this document as a guide.

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<u>Single-authored books</u>

<u>First footnote:</u>

Iain McDaniel, *Adam Ferguson in the Scottish enlightenment: The Roman past and Europe's future* (Cambridge, Massachusetts: Harvard University Press, 2013), 98.

<u>Subsequent footnotes:</u>

McDaniel, *Adam Ferguson*, 45-6.
<u>Bibliography:</u>
McDaniel, Iain, *Adam Ferguson in the Scottish enlightenment: The Roman past and Europe's future*. Cambridge, Massachusetts: Harvard University Press, 2013.

Multi-authored books

First footnote:
William D. Carrigan and Clive Webb, *Forgotten dead: Mob violence against Mexicans in the United States,1848-1928* (Oxford: Oxford University Press, 2013), 14.

Subsequent footnotes:
Carrigan and Webb, *Forgotten Dead*, 87.

Bibliography:
Carrigan, William D. and Webb, Clive, *Forgotten dead: Mob violence against Mexicans in the United States, 1848-1928.* Oxford: Oxford University Press, 2013.

Chapter in an edited book

First footnote:
Claudia Siebrecht, 'Sacrifice defeated: The Armistice and depictions of victimhood in German women's art, 1918-1924', in *The silent morning: Culture and memory after the Armistice*, ed. Trudi Tate and Kate Kennedy (Manchester: Manchester University Press, 2013), 241.

Subsequent footnotes:
Siebrecht, 'Sacrifice defeated', 245-8.

Bibliography:
Siebrecht, Claudia, 'Sacrifice defeated: the Armistice and depictions of victimhood in German women's art, 1918-1924', in *The silent morning: culture and memory after the Armistice*, edited by Trudi Tate and Kate Kennedy, 235-262. Manchester: Manchester University Press, 2013.

Journal article

Note that this format is used for all print journals, even if you obtained your copy of the article electronically.

First footnote:
Chris Warne and Lucy Robinson, 'Investigating the sixties at a sixties institution: Teaching as historiography', *Historical Research*, 87, no. 235 (2014), 171-2.

Subsequent footnotes:
Warne and Robinson, 'Investigating the sixties', 166.

Bibliography:
Warne, Chris and Robinson, Lucy, 'Investigating the sixties at a sixties institution: Teaching as historiography', *Historical Research*, 87, no. 235 (2014): 154-177.

Unpublished theses

First footnote:
G. Scott, 'The Politics of the Women's Co-operative Guild: Working Women and Feminism during the First World War' (MA dissertation, University of Sussex, 1981), 2.

Subsequent footnotes:
Scott, 'Politics of Women's Co-operative Guild', 6.

Bibliography:
Scott, G., 'The Politics of the Women's Co-operative Guild: Working Women and Feminism during the First World War'. MA dissertation. University of Sussex, 1981.

Secondary referencing

Where possible, the original source of each quotation and idea should be consulted. However, if you are using a reference that is found within another source then the following should be used (failure to do this constitutes plagiarism):

First footnote:
M. A. Novomeysky, *My Siberian life* (London: Max Parrish, 1956), quoted in Jacob Norris, *Land of progress: Palestine in the age of colonial development, 1905-1948* (Oxford: Oxford University Press, 2013), 57.

Subsequent footnotes:
Novomeysky, *Siberian life*, quoted in Norris, *Land of progress*, 72.

Bibliography (this should only include the book/source that you have actually read):
Norris, Jake, *Land of progress: Palestine in the age of colonial development*. Oxford: Oxford University Press, 2013.

Websites

Give the title, URL, date accessed and (if available) date last updated:
Margaret Thatcher, 'Speech at Kensington Town Hall, 19 Jan. 1976'
http://www.margaretthatcher.org/speeches/displaydocument.asp?docid=102939
(accessed 10 July 2014, last updated 2014).

'A Child's War: In Coventry',
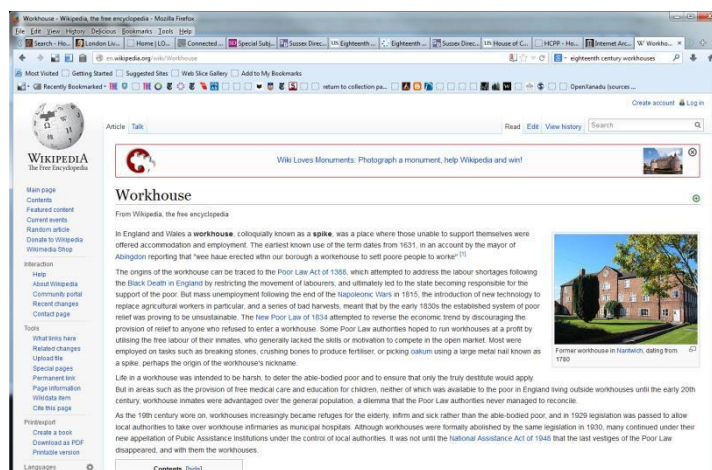http://www.bbc.co.uk/ww2peopleswar/stories/17/a2097317.shtml (accessed 6 Jan 2014, last updated 5 Nov. 2013).
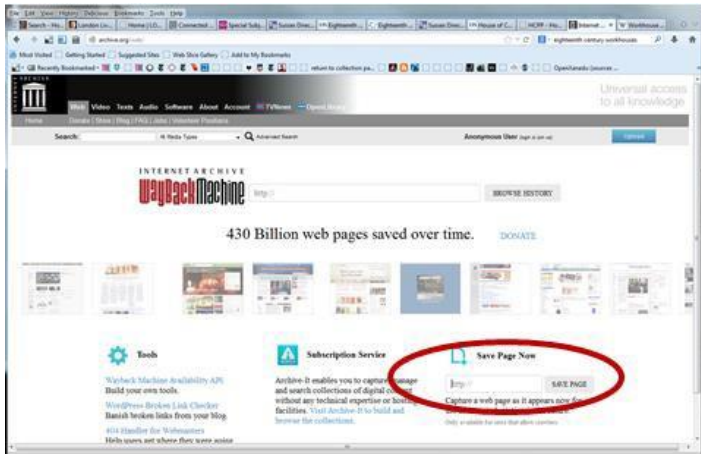
Using Wikipedia

There is every likelihood that you will use Wikipedia at some point over the course of your degree. However, because it is 'crowd sourced', ever changing, and occasionally biased by the nature of a wiki-produced work, it is imperative that you critically assess the data you discover.
Following this critical assessment, if you do decide that it is important to cite a Wikipedia page, the best way to do so is through a saved version of the page you actually looked at.
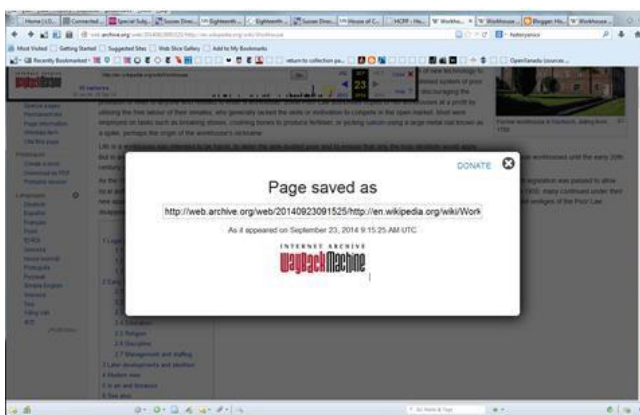
For example, if you wanted to use information from this page: http://en.wikipedia.org/wiki/Workhouse

The best way to do so would be to navigate here: http://archive.org/web/

Paste in the URL of the Wikipedia page to the 'Save Page Now' box, and press 'save'. This means that the *Way Back Machine* saves a copy of the relevant page, and will display a dialogue box that looks like this:

When citing a Wikipedia entry, please use the new URl generated by this system as part of citation in this form:

Wikipedia: 'Workhouse':
http://web.archive.org/web/20140923091525/http://en.wikipedia.org/wiki/Workhouse (accessed and archived 23 September 2013).

Films

Fires Were Started (dir. Humphrey Jennings, 1943).

Oral interviews

Give place and date of interview. Use initials if anonymity is required. Interview with H. M., Brighton, 23 Feb. 2014.

Government publications

Census of England and Wales, 1921: General Report with Appendices (1927), 95.

Parliamentary Papers, 1931-32, xiv (879), Report by the Government Actuary on the Third Valuation of the Assets and Liabilities of Approved Societies, 76.

House of Commons Debates, 3 Sept. 1939.

Newspapers and periodicals

If you consulted a hard copy of the newspaper, you should note the archive in which you found it:
The Argus, 11 Feb. 1967, East Sussex Record Office.

If you consulted an electronic copy, this should be indicated:
Picture Post, 15 May 1943. *Picture Post online archive*, University of Sussex

Visual images

Visual images may be included within the text or, if there are several, may be better collected together as an appendix. Either way, each needs a caption and a reference.
For an image downloaded from a website: Thomas
Hart Benton, *First Crop*, 1944.
Nasher Museum of Art, Durham, North Carolina, accessed 15 Mar. 2013.
http://www.nasher.duke.edu/galleries/main_gallery/?cat=40&offset=0&pic_id=1.

For an image from a book, newspaper, or archive:

Dorothea Lange, *Migrant Mother*, 1936.
Library of Congress, *Dorothea Lange: A Life Beyond Limits,* by Linda Gordon (New York:
W. W. Norton & Company, 2010), xii.

Unpublished manuscript sources

You need to provide the location of the document, the name of the collection, the precise reference numbers (if any), and a brief description of the content. There are no hard and fast rules when it comes to citing archival sources: the purpose is to guide any reader wishing to find the same document, so be clear and consistent. The names of archives must be given in full in the first reference but can be shortened in any subsequent reference, providing you also include them in your list of abbreviations.

Mass-Observation Archive, University of Sussex (henceforth 'M-OA'), box 2, topic collection leisure, TC80: 'Leisure survey', spring 1947.

M-OA, diarist 5170: entry for 31 Oct. 1939.

J. G. Crowther Papers, University of Sussex (henceforth 'Crowther Papers'), box 8: letter from Julian Huxley to J. G. Crowther, 17 Sept. 1938.

The National Archives (henceforth 'TNA'), HO 144/6902: Home Office report, 6 July 1926.

Imperial War Museum (henceforth 'IWM'), 86/61/1: G. W. Whiteman, 'Account of Evacuation', 1943.

Sometimes you may use sources from archives which have no set referencing style. In this case it is fine to use your common sense – just be clear and consistent.

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Footnotes

Your essay should include both footnote references and a bibliography. There are many different conventions for citing sources. These guidelines are intended to help you, but it is not essential that you follow them exactly so long as you give all of the necessary information clearly and consistently. They are based on the *MHRA Style Guid*e, which is widely used in the humanities.

Footnotes enable the reader to locate the source of specific information to which you refer in the text; by acknowledging your sources you also protect yourself from charges of plagiarism. The departments of History and Economic and Social History use the **short-title** system: give full bibliographical details the first time you refer to a source, and use a shortened form for later references to the same source.

Indicate a footnote reference by inserting a superscripted number at the end of the sentence. (Microsoft Word will do this for you when you choose Insert Footnote.) The number in the text points the reader to the bottom of the page, where bibliographical details are provided after the same number. Use ordinary arabic numerals (1, 2, …), not Roman numerals or letters.

Single space footnotes. Provide a full reference at the first mention of a source, and a shorter reference if the source is mentioned again; make sure to include page numbers. Use the following examples to help you decide how to present foonotes:

Books
Notes 1-2 show first references, and 3-4 show later references ('pp.' stands for pages and 'p.' for page).
1. Ian Kershaw, *Hitler, 1889-1936: Hubris* (London: Penguin, 1998), pp. 465-67.
2. A. L. Beier, D. Cannadine, and J. M. Rosenheim, eds, *The First Modern Society* (Cambridge: Cambridge University Press, 1989).
3. Kershaw, *Hitler*, p. 21.
4. Beier, Cannadine and Rosenheim, *Modern Society*, p. 11.

Articles in journals
Notes 5-6 show first references and 7 shows a later reference.
5. Roger Swift, 'Urban Policing in Early Victorian England, 1835-86: A Reappraisal', *History* 73 (1988), p. 215.
6. Michael Sonenscher, 'Journeymen, the Courts and the French Trades 1781-1791', *Past & Present* 114 (1987), pp. 91-92.
7. Swift, 'Urban Policing', p. 215.

Articles in books
Notes 8-9 show first references and 10 shows a later reference.
8. Ian Gentles, 'The Impact of the New Model Army', in *The Impact of the English Civil War*, ed. by John Morrill (London: Collins & Brown, 1991), p. 102.
9. R. M. Smuts, 'Public Ceremony and Royal Charisma: The English Royal Entry in London, 1485-1642', in *The First Modern Society*, ed. by A. L. Beier, D. Cannadine, and J. M. Rosenheim (Cambridge: Cambridge University Press, 1989), pp. 84-85.
10. Gentles, 'New Model Army', p. 105.

Edited Texts, Translations and Reprints

These notes show first references. Follow the model of books for later references.

11. Fernand Braudel, *The Mediterranean and the Mediterranean World in the Age of Philip II*, trans. by Siân Reynolds, 2 vols (London: Collins, 1973), i, p. 245. [The roman 'i' means volume 1.]

12. Daniel Defoe, *The Life and Adventures of Robinson Crusoe* (1719; repr. Harmondsworth: Penguin, 1965), p. 34.

Internet sites (Webpages)

Notes 13-14 show first references and 15-16 later references.

13. Tim Hitchcock and Robert Shoemaker, 'Policing in London before the Bobbies', *The Proceedings of the Old Bailey London 1674 to 1834* <http://www.oldbaileyonline.org.uk/ history/crime/policing.html> [accessed 31 March 2004] (para. 3).

14. 'Working Lives', *Moving Here* <http://www.movinghere.org.uk/galleries/histories/ caribbean/working_lives/ working_lives.htm [accessed 12 January 2004] (para 2).

15. Trial of Elizabeth Canning, April 1754 (t17540424-60), *Old Bailey Online* [accessed 17 June 2003).

16. 'Working Lives', para. 4.

Bibliography

The bibliography at the end of the essay should list all books, articles, websites and other sources you used in preparing your essay. List items in alphabetical order, by author's surname. It is conventional to use a hanging indent, as shown below. The bibliography should be single-spaced, starting each source on a new line, with an additional blank line between sources. The following examples show how some of the footnoted sources would appear in a bibliography. Note how the author's surname appears first, and start and end page numbers of articles are given.

Beier, A. L., D. Cannadine, and J. M. Rosenheim, eds, *The First Modern Society* (Cambridge: Cambridge University Press, 1989)

Braudel, Fernand, *The Mediterranean and the Mediterranean World in the Age of Philip II*, trans. Siân Reynolds, 2 vols (London: Collins, 1973)

Defoe, Daniel, *The Life and Adventures of Robinson Crusoe* (1719; Harmondsworth: Penguin, 1965)

Gentles, Ian, 'The Impact of the New Model Army', in *The Impact of the English Civil War*, ed. by John Morrill (London: Collins & Brown, 1991), pp. 84-103

Kershaw, Ian, *Hitler, 1889-1936: Hubris* (London, Penguin, 1998)

Moving Here <http://www.movinghere.org.uk/> [accessed 12 January 2004]

The Proceedings of the Old Bailey London 1674 to 1834 <http://www.oldbaileyonline.org.uk/> [accessed 31 March 2004]

Smuts, R. M., 'Public Ceremony and Royal Charisma: The English Royal Entry in London, 1485-1642', in *The First Modern Society*, ed. by A. L. Beier, D. Cannadine, and J. M. Rosenheim (Cambridge: Cambridge University Press, 1989), pp. 65-94

Sonenscher, Michael, 'Journeymen, the Courts and the French Trades 1781-1791', *Past & Present,* 114 (1987), pp. 77-109

The MHRA Style Guide: A Handbook for Authors, Editors, and Writers of Theses (formerly the MHRA Style Book) is an academic style guide published by the Modern Humanities Research Association and most widely used in the arts and humanities in the United Kingdom, where the MHRA is based.