

## Footnotes and Bibliography – A Style Guide for History Students

The following guide is based on the Chicago Manual of Style guide for referencing. For additional descriptions, see the short introduction [here](#), and for an exhaustive description, consult the Oxford Brookes Library, which contains the latest published edition of the Chicago Manual of Style. Where there are slight differences in the guidelines provided here from those in the Chicago Manual of Style, please follow these guidelines; we've simplified some elements to suit the needs of History students.

In what follows, three types of example are given for each type of reference:

- First reference: this is the first time a particular source is cited in your footnotes. The first time a work is referenced, the student must provide the complete citation information.
- Repeat reference: having already cited a book or article and provided the complete citation information, any subsequent references in your footnotes to this work can be abbreviated, mainly to avoid cluttering up the appearance of the essay and economizing on space and words.
- Bibliography: all essays must, unless otherwise stated in the module handbook, contain a bibliography, listing the works consulted and referenced in the text of the essay. There are specific ways to present your research in the bibliography, which is typically given at the end of the essay.

### Primary sources and secondary sources

These guidelines apply to material used as secondary sources or as primary sources. You will often be required to produce separate sections of your bibliographies for secondary and primary sources.

### Books:

The fundamental pieces of information for citing books are the author(s), the title, and the publication information. In footnotes (the same always applies to endnotes throughout this document), one is referring to either a book in general or to a specific page (or range of pages), where the information contained in the essay at that point can be found. In the bibliography, presented at the end of the essay, the specific pages used are not important, as one is listing in more general terms the sources consulted and utilized in the research for the essay.

In terms of style, one of the clearest differences between footnotes and the bibliography is in terms of the way the same information is presented. In a footnote, the information is presented in a continuous manner, almost like a single sentence. As such, the different elements are separated by commas, colons, and semicolons. (These are not interchangeable, but have their own roles, as illustrated in the examples.) In the bibliography, each basic element of the citation stands separately, with full stops following each. This distinction may seem arbitrary, and to an extent it is.

Examples:

### Books with one author:

*First (footnote) reference*

Erik Landis, *Bandits and Partisans: The Antonov Movement in the Russian Civil War* (Pittsburgh: Pittsburgh University Press, 2008), 23-4.

- The pages referred to are specifically those that contain the information being cited as evidence for the claims made in the text of the essay. Remember, footnote references are ideally specific and precise, so avoid citing a large range of pages, or fail to cite any pages at all, unless you have a clear reason for doing so.

*Short version:*

Landis, *Bandits*, 23-4.

- Only include the surname of the author, short version of the title, and the page number/s to which you are specifically referring.

*Bibliography*

Landis, Erik. *Bandits and Partisans: The Antonov Movement in the Russian Civil War*. Pittsburgh: Pittsburgh University Press, 2008.

- Note that the surname is given first. This is because bibliographies are organized alphabetically by author (or by title if there is no author).
- No page numbers are required, for in the bibliography you are listing the basic works consulted for your paper. However, with other types of items in a bibliography, page numbers are required. See below.

### **Books with two or three authors**

*First reference:*

William Naphy and Andrew Spicer, *The Black Death and a History of Plagues, 1345-1730* (Stroud: Tempus, 2000), 104-7.

*Short version:*

Naphy and Spicer, *Black Death*, 104-7.

*Bibliography:*

Naphy, William, and Andrew Spicer. *The Black Death and a History of the Plagues, 1345-1730*. Stroud: Tempus, 2000.

### **Books with four or more authors:**

*First reference:*

Alysa Levene et al., *From Cradle to Grave: Municipal Medicine in Interwar England and Wales* (Bern: Peter Lang Publishing, 2010), 45-60.

*Short version:*

Levene et al., *From Cradle to Grave*, 45-60.

- NB: 'et al.' means 'and others'. It is a Latin term and should contain a full stop at the end.

*Bibliography:*

As with other multiple authored books, but for the bibliography all authors must be listed. Levene, Alysa, Martin Powell, John Stewart and Becky Taylor. *From Cradle to Grave: Municipal Medicine in Interwar England and Wales*. Bern: Peter Lang Publishing, 2010.

### **Books in second or subsequent editions**

This refers to books which have been republished with some changes. This is clear from the publisher's details inside the book. Cite as above, but include '2nd ed.', 'rev. ed.', 'paperback ed.' or equivalent, before the publishers' details. You don't need to include this extra information in the short version.

*First reference:*

Lawrence Stone, *The Family, Sex and Marriage in England, 1500-1800*, rev. ed. (Harmondsworth: Penguin, 1979), 67.

*Short version:*

Stone, *Family*, 67.

*Bibliography*

Stone, Lawrence. *The Family, Sex and Marriage in England, 1500-1800*. Rev. ed. Harmondsworth: Penguin, 1979.

### **An edited or translated book**

As above, but after the name of the editor include 'ed.' if there is only one editor, and 'eds.', if there is more than one, or 'trans.' for a translator. You would use this form if you were citing a whole edited book – for individual chapters see the next section.

*First reference:*

Freud, Sigmund, *The Interpretation of Dreams*, trans. Joyce Crick (Oxford: Oxford University Press, 2008), 342-6.

Anne-Marie Kilday and David Nash, eds., *Histories of Crime: Britain 1600-2000* (Basingstoke: Palgrave Macmillan, 2010).

*Short version:*

Freud, *Interpretation of Dreams*, 342-6.

Kilday and Nash, *Histories of Crime*.

*Bibliography*

Sigmund Freud. *The Interpretation of Dreams*. Translated by Joyce Crick. Oxford: Oxford University Press, 2008.

Kilday, Anne-Marie and David Nash, eds. *Histories of Crime: Britain: 1600-2000*. Basingstoke: Palgrave Macmillan, 2010.

### **A chapter in an edited book**

Include the name of the author of the chapter, as above. After the name, provide the full title of the chapter, following the normal conventions for capitalization. The title of the chapter should be put in inverted commas, but not in italics or underlined. Then, to show the details of the book, put 'in', followed by the title of the book in which it appears, which is itself followed by the names of the editors of the book. End with the place, the publisher and the year, in brackets, followed by the page numbers. You always need page numbers for a chapter in an edited book, either for the whole chapter, or for specific pages. For the bibliography, the whole page range for the essay or chapter must be provided.

*First reference:*

Virginia Crossman, "Welfare and Nationality: The Poor Laws in Nineteenth-Century Ireland," in *Welfare Peripheries: The Development of Welfare States in Nineteenth and Twentieth Century Europe*, ed. Steve King and John Stewart (Oxford: Oxford University Press, 2007), 90-96.

*Short version:*

Crossman, "Welfare and Nationality," 82.

- No need for the editors' or book's names in subsequent citations

*Bibliography*

Crossman, Virginia. "Welfare and Nationality: The Poor Laws in Nineteenth-Century Ireland." In *Welfare Peripheries: The Development of Welfare States in Nineteenth and Twentieth Century Europe*, edited by Steve King and John Stewart, 67-96. Oxford: Oxford University Press, 2007.

- Note how the placement of the page range for the essay is different in the bibliography.

### **E-books**

If the e-book is presented as a page scan or PDF, that looks the same as a print equivalent, follow the examples above; you do not need to include a URL or access date. If the e-book is not a page scan of a print book, include the URL and the date you accessed it (or put the format, such as Kindle, at the end of the reference). If there are no page numbers, include the chapter number.

*First reference*

Anne E. Boyd, *Writing for Immortality: Women and the Emergence of High Literary Culture in America* (Baltimore: Johns Hopkins University Press, 2010), chap. 1, accessed March 1, 2018, [https://books.google.co.uk/books?id=8j4cu7eOPckC&source=gbs\\_navlinks\\_s](https://books.google.co.uk/books?id=8j4cu7eOPckC&source=gbs_navlinks_s).

*Short version:*

Boyd, *Writing for Immortality*, chap. 1.

Note that the short version does not include the URL and access date.

*Bibliography*

Boyd, Anne E. *Writing for Immortality: Women and the Emergence of High Literary Culture in America*. Baltimore: Johns Hopkins University Press, 2010. Accessed March 1, 2018. [https://books.google.co.uk/books?id=8j4cu7eOPckC&source=gbs\\_navlinks\\_s](https://books.google.co.uk/books?id=8j4cu7eOPckC&source=gbs_navlinks_s).

### **Journal articles:**

With articles, the fundamental pieces of information to provide are the author, the title of the article, the journal in which it was published, the volume number of the journal in which it appears, the year of publication, and the pages. The title of the article, as with an essay or chapter appearing in an edited book, is placed in quotation marks, while the title of the journal is underlined or italicized, as a book would be. The volume number is given after the title of the journal, followed by the issue number and year of publication. (Sometimes a journal does not have an issue number, in which case it is acceptable to just include the year of publication in parentheses. In some rare cases, a journal may not have volume numbers, but just continuous issue numbers. This may sound confusing, but learning how to cite specific journals is easier to learn than you think, mainly because scholars are citing these

journals, so evidence for how this is done is “out there”.) Page numbers are a bit eccentric: for footnotes, you only detail the pages referred to at that point in the text of the essay (unless the whole article is being referred to in general terms, in which case the whole page range should be provided); the bibliography should contain the whole page range for the article.

If the journal article was accessed via an online repository (such as JSTOR), and is presented as a page scan or PDF that contains an image of the print original, cite it as if it were a print copy; you do not need to include a URL/DOI or access date. If the journal article is not a page scan of a print journal, then include URL/DOI and the date you accessed it.

*First reference:*

Tom Crook, “Accommodating the Outcast: Common Lodging Houses and the Limits of Urban Governance in Victorian and Edwardian London,” *Urban History* 35, no. 4 (2008): 431.

*Short version:*

Crook, “Accommodating the Outcast,” 431.

*Bibliography*

Crook, Tom. “Accommodating the Outcast: Common Lodging Houses and the Limits of Urban Governance in Victorian and Edwardian London.” *Urban History* 35, no. 4 (2008): 414-436.

**Book reviews**

These are similar to journal articles:

*First reference:*

Andreas Umland, review of *Modernism and Fascism: The Sense of a Beginning under Mussolini and Hitler*, by Roger Griffin, *European History Quarterly* 41, no. 2 (2011): 312-14.

*Short version:*

Umland, review of *Modernism and Fascism*, 312-14.

*Bibliography*

Umland, Andreas. Review of *Modernism and Fascism: The Sense of a Beginning under Mussolini and Hitler*, by Roger Griffin. *European History Quarterly* 41, no. 2 (2011): 312-14.

**Popular magazine articles**

This is similar to the style for journal articles. The date of publication is important for references to popular magazine articles, so it is not put in brackets, and volume and issue numbers are not provided. The page numbers are omitted from the bibliography.

*First reference:*

Anne-Marie Kilday and Katherine Watson, “Nursery Crimes: Child Murder in Georgian England,” *History Today*, March 2005, 41.

*Short version:*

Kilday and Watson, "Nursery Crimes," 41.

*Bibliography*

Kilday, Anne-Marie and Katherine Watson. "Nursery Crimes: Child Murder in Georgian England." *History Today*, March 2005.

### **Newspaper articles**

This is similar to the style for popular magazine articles.

Some newspaper articles (particularly in databases of historic newspapers) are presented as a page scan or PDF, that looks the same as a print equivalent; in this case you do not need to include a URL or access date. If the journal article is not a page scan of a print newspaper, include the URL and the date you accessed it. Some newspaper databases do not provide a URL that takes you back to the specific article you are citing; in this case put the name of the database at the end of the reference, instead of the access date and URL.

*First reference:*

Glen O'Hara, "Don't declare Labour dead just yet - it's been hammered before, and it always comes back," *Daily Telegraph*, May 5, 2017, 15.

*Short version:*

O'Hara, "Don't declare Labour dead."

*Bibliography*

O'Hara, Glen. "Don't declare Labour dead just yet - it's been hammered before, and it always comes back." *Daily Telegraph*, May 5, 2017.

### **Other types of reference (e.g. webpages, archival documents, videos)**

Think about possible elements that might need to be included in your reference.

#### **Author**

If a person or people are named as authors, follow the examples above.

#### **Organisation as author**

*First reference:*

Mass-Observation, *The Pub and the People: A Worktown Study* (London: Victor Gollancz, 1943), 266-69.

*Short version:*

Mass-Observation, *The Pub and the People*, 266-69.

*Bibliography*

Mass-Observation. *The Pub and the People: A Worktown Study*. London: Victor Gollancz, 1943.

#### **No author**

Start the reference with the title.

*First reference*

*A hint upon the present debates on Indian affairs* (London: J.Fielding, 1782), 17.

*Short version:*

*Debates on Indian affairs*, 17.

*Bibliography*

*A hint upon the present debates on Indian affairs*. London: J.Fielding, 1782.

Put the reference in your bibliography alphabetically by the title, not including any 'A' or 'The' - so this reference would go under 'H' for 'hint'.

**Titles - sources with single titles (e.g. reports, pamphlets, songs)**

Treat these like books.

*First reference*

Matthew Hopkins, *The Discovery of Witches* (London: R. Royston, 1647), 6.

*Short version:*

Hopkins, *Discovery of Witches*, 6.

*Bibliography*

Hopkins, Matthew. *The Discovery of Witches*. London: R. Royston, 1647.

**Titles of webpages and websites**

You should be careful in your use of websites, and make an informed judgment about their merits. If you are in doubt about the acceptability of a source, particularly an internet-based source, then ask your seminar/module leader, or another trusted member of staff for advice.

Webpage references should include the title of the specific section, and the title of the website. If the webpage includes a publication date, include that and the URL. If the webpage does not include a publication date, include the date you accessed it, and the URL.

*First reference:*

Johannes Dillinger, "Christina-Rauscher-Straße: The Story Behind a Street Name," Cultural Thinking: Blog of the School of History, Philosophy and Culture at Oxford Brookes University, March 22, 2018, <http://brookes-culturalthinking.blogspot.co.uk/2018/03/christina-rauscher-strae-story-behind.html>.

*Short version:*

Dillinger, "Christina-Rauscher-Straße."

*Bibliography*

Dillinger, Johannes. "Christina-Rauscher-Straße: The Story Behind a Street Name." Cultural Thinking: Blog of the School of History, Philosophy and Culture at Oxford Brookes University. March 22, 2018. <http://brookes-culturalthinking.blogspot.co.uk/2018/03/christina-rauscher-strae-story-behind.html>.

### **Sources that have descriptions rather than titles (e.g. unpublished documents and archive collections)**

Unpublished material will not usually have a fixed title like a book has a title. Instead the document may be given a description. This may apply to letters and other personal communications, documents and sources in archives, interviews, etc. Because the description is not a title, it is not put in italics or double quotation marks.

If the document comes from a specific archive collection, include the details of the specific collection. If you have found a digitised copy of a document online, include the date you accessed it and the URL.

#### *First reference:*

William Cullen to Mrs Younghusband, giving a regimen to manage her 'gouty disposition,' October 24, 1784, Consultation Letters of Dr William Cullen (1710-1790), Royal College of Physicians of Edinburgh, accessed March 1, 2018, <http://www.cullenproject.ac.uk/docs/4937/>.

#### *Short version:*

Dr Cullen to Mrs Younghusband, October 24, 1784.

#### *Bibliography*

Cullen, William, to Mrs Younghusband, giving a regimen to manage her 'gouty disposition.' October 24, 1784. Consultation Letters of Dr William Cullen (1710-1790), Royal College of Physicians of Edinburgh. Accessed March 1, 2018. <http://www.cullenproject.ac.uk/docs/4937/>.

Or you may want to give a reference to the collection as a whole, particularly if you are citing several documents from one collection, including a URL if the collection is available online.

E.g.:

Consultation Letters of Dr William Cullen (1710-1790), Royal College of Physicians of Edinburgh. <http://www.cullenproject.ac.uk/>.

In general, citing archival materials does not follow a standard style. Instead, archives typically provide guidance on how to make reference to their materials, as each archive will have its own organization and system. Where an archive has an online guide, this usually will contain information on how to cite that archive's holdings. In other cases, and given the specialized nature of archival materials, you are best advised to consult your supervisor or module leader for help in citing archival materials.

### **Videos**

If an online video includes a publication date, include that and the URL. If it does not include a publication date, include the date you accessed it, and the URL.

#### *First reference:*

Ronald Reagan, "Address to the National Association of Evangelicals," March 8, 1983, video, [https://www.youtube.com/watch?v=v7bUye1CpfE&t=0s&index=21&list=PLEL2J-7Brhes50MA\\_1VmohNe4v33UH6Df](https://www.youtube.com/watch?v=v7bUye1CpfE&t=0s&index=21&list=PLEL2J-7Brhes50MA_1VmohNe4v33UH6Df).



- The above is a long-form URL. When possible, cite a shortened URL. Websites such as YouTube provide these in the options, and favouring them over the long-form URLs minimizes clutter and improves the presentation of your assessed work.

*Short version:*

Reagan, "Address to the National Association of Evangelicals."

#### *Bibliography*

Reagan, Ronald. "Address to the National Association of Evangelicals." March 8, 1983. Video. [https://www.youtube.com/watch?v=v7bUye1CpfE&t=0s&index=21&list=PLEL2J-7Brhes50MA\\_1VmohNe4v33UH6Df](https://www.youtube.com/watch?v=v7bUye1CpfE&t=0s&index=21&list=PLEL2J-7Brhes50MA_1VmohNe4v33UH6Df).

#### **Referencing a source you have found within another source**

**(\*\*this is important, and often the cause of confusion for students\*\*)**

If possible, access and reference the original source. If this is not possible, reference both sources (as shown below) in the notes; reference the source **you** accessed in the bibliography. This is actually very important: you need to get in the habit of being honest and clear about where you access your information and evidence. Citing "your sources' sources" is not actually improper, so long as you make it clear that this is what you are doing. Passing off "your sources' sources" as your own, however, is poor academic practice. (And, it might be added, it is a mistaken practice that is often easily picked up by your seminar and module leaders when marking your work.)

*First reference:*

Robert Rawlinson, "On the sewerage of towns and draining of houses," *Journal of the Society of Arts*, 21 (March 1862): 287, cited in Tom Crook, "Accommodating the Outcast: Common Lodging Houses and the Limits of Urban Governance in Victorian and Edwardian London," *Urban History* 35, no. 4 (December 2008): 423.

*Short version:*

Rawlinson, cited in Crook, "Accommodating," 423.

#### *Bibliography*

Crook, Tom. "Accommodating the Outcast: Common Lodging Houses and the Limits of Urban Governance in Victorian and Edwardian London." *Urban History* 35, no. 4 (December 2008): 414-436.

- Since this is where the information was found, this is what you list in your bibliography.

#### **Finally... Referencing: a quick reference guide**

These guidelines may look daunting, but they will help you when you come to write your essays. They will also be supported by tutors in preparation for assignments. You will quickly learn when you need a footnote reference, but don't worry if you have a few wrong attempts at first.

In brief, you should:

- Provide all the information necessary for a reader to trace your source the first time you cite it.

- After that, provide only the shortened information (to avoid a cluttered presentation and, when relevant, a bloated word count).
- Use a footnote every time you quote someone directly, OR when you cite an idea or theory which is associated with a historian.
- You can put references to several works in one note – and usually save them for the end of a sentence. You will see this done frequently in the books and articles you read. Consolidating your references in this way means you don't have footnote numbers breaking up the flow of a single sentence. Remember that no marker is genuinely impressed by the sheer number of footnotes you create; it is the quality and substance of those references that is, if anything, impressive.
- If you have several references in one note, separate each with a semicolon. For example: Crook, "Accommodating the Outcast," 431; Landis, *Bandits*, 65-99.

Finally, be consistent. There are many, many styles of citation out there, but each one represents a consistent and systematic method for presenting evidence. In order to simplify things for you, we have a *single system* that we adhere to in the History Department. But when you read scholarly articles and books, you will discover other systems, too. You should not permit this to confuse you, however. Things only genuinely get confusing when multiple styles are used in a single essay - which is to say, there is no system at all.

Ultimately, historians (and other scholars, particularly in the Humanities) love footnotes precisely because publicly available evidence is absolutely vital to the scholarship we produce and the teaching we deliver. Because we hold historical evidence so dear, we value the manner in which it is presented. And nothing looks worse than the sloppy presentation of evidence, for it raises the suspicion that the author has a sloppy approach to historical evidence (i.e. research), more generally.

So take referencing seriously from the beginning, eventually making the style and conventions described here second nature to you. Also, read footnotes in the books and articles you consult; doing so will make you more closely aware of the evidence being cited and explored, as well as make you appreciate the basic presentation of that evidence. Doing these things will take you one step closer to thinking like a historian! (Which, obviously, is a good thing...right?)

### **Appendix 1: Short glossary of esoteric referencing terms:**

These are some terms you may come across in references in your reading. You can use them in your own references if you wish:

"*et al.*" means "and others". See 'books with four or more authors', above.

"*Ibid.*" means 'the same as the above'. It can refer to a whole reference (you may need a new page number), or just to the author, followed by a different work. It only refers to the immediately preceding note.

- For example: *Ibid.*, 34. Or, if referring to the same author but a different work: *Ibid.*, *New Insights into History* (Cambridge: Cambridge University Press, 2010), 66.

*Op. cit.* and *idem* are other terms you may see. We would prefer you did not use these in footnotes/endnotes as they become very confusing for the reader.

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09/2019