

Using the Footnotes system of referencing

School of Humanities

American Studies
Creative and Contemporary Writing
Creative Writing
English Language
English Literature
English Studies
History
Journalism and Professional Writing
Open Theological College
Politics
Theology and Religious Studies
Women's Studies

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General Presentation Instructions

These guidelines are designed to help students with their basic presentation of assignments. They are appropriate across all Humanities fields, unless a specific field is indicated in subsequent parentheses.

Presentation

- Use white, A4 paper
- Do not staple the pages together, use a paper clip
- All assignments must be submitted with a completed modular assignment cover sheet

Layout and format

- Work should be word-processed and be double spaced with minimum margins of 2.5cm all round
- Word-processed work should be left-justified
- Indent the first line of each paragraph (JPW & CW) or leave a space between paragraphs
- Number the pages consecutively in the top right hand corner
- The font size used should be '12'
- Include your name, module number and title, name of module tutor on first page
- Give the full title (underlined) of the question being answered
- A word count should be included at the end of your essay.

Using quotations

- Use quotation marks to indicate direct quotations and the definition of words
- In quoted passages follow the original spelling, punctuation etc.
- Short quotations (40 words or 2 lines of verse) should be enclosed in single quotation marks ('...') and be part of the main text
- Longer quotations should start on a separate line, with no quotation marks, and indented throughout
- Double quotation marks ("...") are used for a quote within a quote

Remember!

- Scripts should be carefully checked (spelling, style quotations against originals etc) before submission
- Avoid contractions such as *didn't*, *couldn't*, *would've* and above all *it's*. The essay is intended as a piece of formal prose and what is permissible in conversation or more personal writing is not acceptable
- You should refer to the relevant sections on the Learning and Personal Development CD-ROM, especially the section on 'The Development of Writing Skills'
- Advice and help with the preparation of assessed work is available at the Open Learning Centre. A writing clinic is run on Mondays and Tuesdays, 12:15 – 4:35
- You should always retain a copy of your work (preferably on the University network).

Referencing - A guide to using the Footnotes system

Introduction

What is referencing and why should it be used?

Academic work demands that you read widely and consider the work of other writers and researchers when you are preparing your essays and other assignments. Using this work without acknowledgement is to steal the ideas of other people and is called **plagiarism**. It is, therefore, very important that you acknowledge these ideas and opinions as belonging to a particular author, as they are considered to be that author's intellectual property. This procedure is called **citing** or **quoting references**. By doing this you are making it possible for readers to locate the source material that you have used. The system used in the School of Humanities is the **Footnotes System**. However, Women's Studies students doing joints or minors with social science subjects are allowed to use Harvard referencing, for which a separate booklet is available.

The footnotes system of referencing

Footnotes are notes relating to the text and placed at the foot of a page. They are used for documentation and citation of relevant sources. Sometimes they are collected together at the end of a chapter, or at the end of the whole work, in these cases they are then often referred to as *Endnotes*. Students may choose between using footnotes and endnotes.

Footnotes should be used:

- whenever you quote directly
- to develop an idea or expand a quotation where to do so in the text would really disturb the balance of the current argument
- to refer the reader to another part of the text, ie. to make cross references
- to state a source, especially of statistical material
- to acknowledge a borrowing.

Note : If none of the above apply then an appendix or special note at the end of the document is probably more appropriate. There are some subjects where footnotes are particularly appropriate (eg law, where it is common to place references to cited cases at the foot of the page so that a reader can quickly identify the full details of a case). In most other circumstances, however, they should be used with care and restraint.

Guidelines for using footnotes

- Reference numbers should normally be in superscript (appearing above the line of text) and without punctuation. e.g. ²⁶; however, if necessary, they can also be shown in brackets e.g. (26).
- Notes should be numbered consecutively (1, 2, 3 ...) throughout the text.
- Reference numbers should be placed at the end of sentences, alternatively they can be placed at a break in the sentence if there will be more than one note.
- Reference numbers should be placed at the end of quotes (not following the author's name)

- When tables are used, then footnotes to them should be placed at the bottom of the tables to which they refer and not at the bottom of the page.

Caution when using footnotes

- Notes should not duplicate information already made clear in the text.
- Though students may choose whether to use footnotes or endnotes, they should not use a combination of both.
- Reference numbers should not be repeated when referring to a source cited previously. Always use a new reference number in such cases.
- Over-indulgent use of footnotes can be distracting to the reader and make it difficult to follow the line of an argument

Footnote referencing

The most important points to remember are:

- **Be consistent** with your use of punctuation, font and formatting (e.g. bold, italics, underlining, capital letters); and with your use of Latin abbreviations or short titles etc.
- Include enough information to enable the reader to identify the item easily. Ask yourself: would I be able to find this item in the library easily with the information given?

Example:

A piece of text with Footnote referencing might look like this:

The Athenian Mercury articulated the suffering of men whose reputations were in decline, and for whom bankruptcy was imminent, providing a new and gendered dimension to the findings of historians who have studied credit systems in the late seventeenth century.¹ These themes provide further evidence, as Peter Earle reminded us several years ago, that the middling sorts were not inevitably rising at this time.²

The corresponding footnotes might look like this:

1 Peter Earle, *The Making of the English Middle Class: business, society and family life in London, 1660-1730* (London: Methuen, 1989), pp. 106-23; Craig Muldrew, 'Interpreting the market; the ethics of credit and community relations in early modern England', *Social History*, 18 (1993), 163-83.

2 Earle, *Making of the English Middle Class*, p. 333

As shown above, in the Footnote system citations are given in notes at the foot of the page with the footnotes numbered consecutively throughout. A single footnote can cite more than one publication (as in note 1 above).

General Points

The details which need to be included in references (author, title, etc) depend on the type of publication you are citing (articles, books, etc). Below are lists of what information you should give for each reference type, and explains how that information should be presented. At the end of each section is a list of several examples for each reference type.

- Give the names of up to three authors/editors. If there are more than three authors/editors, the name of only the first should be given, followed by 'and others'.
- In footnotes write the name as it appears on the title page, with the initial(s) or forename(s) followed by the surname: e.g. Paul Preston.
- Use the abbreviation ed. for editor.
- The "authors" of publications like reports and standards will often be organizations or other "corporate bodies." It is usually best to spell out these names in full, rather than use abbreviations.

Layout of books, articles etc in footnotes and bibliography

Book

The following details should be given in this order (see examples for correct format and punctuation):

- Author(s) of book
- *Title of book: and sub-title if there is one (in italics)*
- Editor(s) (if any) | Series (if necessary)
- Edition (if not the first)
- Number of volumes (if the work is in more than one volume)
- Place of publication
- Publisher
- Year of publication
- Volume number if the book is in a multi-volume work
- Page number(s) of the particular reference (if necessary) preceded by p. or pp. unless a volume number has been given.

Notes

- Author(s) and Title should be given as they appear on the title page inside the book. (The front cover may have less detail.) Information such as the year, place of publication and publisher is usually on the back of the title page.
- Capitalize the first letter of all the principal words in the title if the title is in English. The first letter of the initial word in a sub-title should be capitalized.
- If a book, report or other publication is part of a numbered series, give the name of the series and the number.
- Edition should be abbreviated (e.g. 2nd edn)
- If the work is in more than one volume, give the number of volumes (e.g. 3 vols).
- Place of publication is usually a town or city. For U.S. place names, give the two-letter state abbreviation as well if there is danger of confusion (e.g. Cambridge, MA). If a book is published by the same publisher in more than one place, it is normally only necessary to mention the first.
- In a multi-volume work the volume number should be given in small roman numerals, followed where necessary by the year of publication in parentheses.

- Give the page numbers. If there is no volume number cited, type 'p.' or 'pp.' before the page number(s). If successive pages are being referred to, state the first and last page numbers (e.g. pp. 62-77).

Examples

1. Charles S. Maier, *In search of stability: explorations in historical political economy* (Cambridge: Cambridge University Press, 1987), p. 10.
2. Denys Hay and John Law, *Italy in the Age of the Renaissance 1380-1530* (London: Longman, 1989), pp. 181-89.
3. *The Gladstone Diaries*, ed. by M. R. D. Foot and H. C. G. Matthew, 14 vols (Oxford: Clarendon Press, 1968-94), iii (1974), 21-26.
4. Paul Preston, *The Coming of the Spanish Civil War: Reform, Reaction and Revolution in the Second Republic*, 2nd edn (London: Routledge, 1994), p. 2.

Chapter in a Book

The following details should be given in this order (see examples for correct format and punctuation):

- Author(s) of chapter
- Title of chapter' (in single quotation marks)
- in *Title of book (in italics)*
- Edition (if not the first)
- Editor(s) of book, preceded by ed. by
- Place of publication
- Publisher
- Year of publication
- Pages covered by chapter, preceded by pp.
- Page number(s) of the particular reference (if necessary), preceded by p. or pp..

Notes

- Capitalize the first letter of all the principal words in the title if the title is in English. The first letter of the initial word in a sub-title should be capitalized.
- See also 'notes' for **Book** above.

Examples

1. Gwyn A. Williams, 'Locating a Welsh working class', in *A people and a proletariat: essays in the history of Wales 1780-1980*, ed. by David Smith (London: Pluto Press, 1980), pp. 16-46.
2. Rhys W. Williams, "'Ich bin fast immer allein!': Carl Sternheim als Exilautor", in *Katastrophen und Utopien. Exil und innerer Emigration (1933-1945)*, ed. by Hermann Haarmann (Berlin: Bostelmann & Siebenhaar, 2002), pp. 79-93 (p. 91).

Journal Article

The following details should be given in this order (see examples for correct format and punctuation):

- Author(s) of article
- 'Title of article' (in single quotation marks)

- *Title of journal (in italics)*
- Volume number
- Date of Publication
- Pages covered by article, not preceded by pp.
- Page number(s) of the particular reference (if necessary), preceded by p. or pp..

Notes

- The journal title should be in italics.
- Capitalize the first letter of all the principal words in the title if the title is in English.
- Give the volume number in arabic numerals (e.g. *Classical Quarterly*, 22). The number should not be preceded by 'vol.'.
- If the journal has restarted with a new numbering, indicate this by 'n.s.' before the volume number.

Examples

1. Jonathan Sanders, 'Drugs and Revolution: Moscow Pharmacists in the First Russian Revolution', *Russian Review*, 44 (1985), 351-77 (p.352).
2. C. O'Grada and K. H. O'Rourke, 'Migration as Disaster Relief: Lessons from the Great Irish Famine', *European Review of Economic History*, 1 (1997), 3-15 (p.4).

Newspaper Article

The following details should be given in this order (see examples for correct format and punctuation):

- Author(s), if stated
- 'Title of article' (in single quotation marks)
- *Title of newspaper (in italics)*
- Day, month and year
- Section of the newspaper (e.g. section D2), if applicable
- Page number(s), preceded by p. or pp..

Notes

- *The* or *A* at the beginning of a newspaper title is usually omitted, except in the case of *The Times*.

Examples

1. Bernard Levin, 'Fat Ladies are Phantoms of the Opera Now', *The Times*, 23 January 1976, p. 14.
2. John Simpson, 'Victor's Justice Helps Revive the Beaten Monster', *Daily Telegraph*, 20 January 2002, p. 15.

Article from Conference Proceedings (published)

The following details should be given in this order (see examples for correct format and punctuation):

- Author(s) of article
- 'Title of paper' (in single quotation marks)
in *Title of proceedings (in italics)*
- Location and date of conference
- Editor

- Place of publication
- Publisher
- Year of publication
- Pages covered by article, preceded by p. or pp..

Notes

- Capitalize the first letter of all the principal words in the title if the title is in English. The first letter of the initial word in a sub-title should be capitalized.

Examples

1. Katarzyna Grosz, 'Some aspects of the position of women in Nuzi', in *Women's Earliest Records: From Ancient Egypt and Western Asia: Proceedings of the Conference on Women in the Ancient Near East, Brown University, Providence, Rhode Island, November 5-7, 1987*, ed. by Barbara S. Lesko (Atlanta: Scholars Press, 1989), pp. 167-80.
2. Walter S. Phelan, 'From morpheme to motif in Chaucer's Canterbury Tales', in *Proceedings of the International Conference on Literary and Linguistic Computing, Israel, April 22-27, 1979*, ed. by Zvi Malachi (Tel Aviv: Tel Aviv University, 1979), pp. 291-316.

Thesis or Dissertation

The following details should be given in this order (see examples for correct format and punctuation):

- Author of thesis
- 'Title of thesis' (in single quotation marks)
- Qualification and type of report
- University/Institution
- Year of award
- Page number(s) of the particular reference (if necessary), preceded by p. or pp..

Notes

- Qualification should be abbreviated as Ph.D., M.Phil., etc.
- The type of report (e.g. thesis, dissertation, etc) should be given as it appears on the document as the terminology may vary between countries.
- It is helpful to add the country unless the university is particularly well-known.
- Capitalize the first letter of all the principal words in the title if the title is in English. The first letter of the initial word in a sub-title should be capitalized.

Examples

1. Barbara W. Prys-Williams, 'Variations in the Nature of the Perceived Self in some Twentieth Century Welsh Autobiographical Writing in English' (Ph.D. thesis, University of Wales Swansea, 2002), pp. 121-34.
2. Nigel Mark Rees, 'Ymlaen Llanelli: a Study of Sport in a Welsh Industrial Town' (M.Phil. thesis, University of Wales Swansea, 2001), p. 12.

Film

- *Title of film (in italics)*
- Director
- Distributor
- Date

Notes

- Capitalize the first letter of all the principal words in the title if the title is in English. The first letter of the initial word in a sub-title should be capitalized.

Example

1. *The Grapes of Wrath*, Dir. John Ford. 20th-Century Fox. 1940.

Manuscript

The following details should be given in this order (see examples for correct format and punctuation):

- Name of repository
- Name of the particular collection
- Volume, box or shelf number
- Folio, page or piece number

Examples

1. British Library, Cotton MSS, Caligula D III, fol. 15.
2. Public Record Office, Home Office, HO 42/196.

Electronic material

Important note: Standards for citing electronic sources are still being developed and therefore no standard method for citing electronic sources of information has yet been agreed upon. This document follows the practices most likely to be adopted and is intended as guidance only. Those intending to use such citations in papers submitted to scholarly journals should check whether an alternative method is used by that journal.

Because fixed standards for electronic references do not yet exist, it is important to apply a **consistent style** throughout your references. This enables your reader to understand and trace your sources.

Notes

- Some online sources do not contain clear author or publisher details. When you cite an online source, try to describe it as far as possible in the way you would describe a similar printed publication. If possible give sufficient information for your readers to retrieve the source themselves.
- The access information will usually be just the URL of the source. If the item is only available by e-mail, ftp or some other method, include a brief mention of how to obtain it.
- As well as a publication/revision date (if there is one), the date of access is included, since an online source may change between the time you cite it and the time it is accessed by a reader.
- Indicate the exact URL of the web page and the date you visited it
- Do not split the URL over a line. If this is not possible, do so after a forward slash

(i) A website/page or e-book

To document a file available for viewing and downloading via the **World Wide Web**, provide the following information:

- Author's name
- Title of document, in quotation marks
- Title of complete work (if relevant), in italics or underlined
- Date of publication or last revision date
- URL, in angle brackets
- Date of access, in square parentheses

Examples:

- Joseph Pellegrino, "Homepage," 12 May 1999, <<http://www.english.eku.edu/pellegrino/default.htm>> [accessed 12 June 1999].
- Gail Mortimer, *The William Faulkner Society Home Page*, 16 September 1999, <http://www.utep.edu/mortimer/faulkner/main_faulkner.htm> [accessed 19 November 1997].
- Rawlins, Gregory J. *Moths to the Flame*, Cambridge: MIT P, 1996. *MIT Press*. <<http://mitpress.mit.edu/e-books/moths/>> [accessed 30 Aug 2000]
- National Association of Investors Corporation, *NAIC Online*, 20 September 1999, <<http://www.better-investing.org>> [accessed 1 October 1999].
- Nelson Hilton, *Blake Digital Text Project*, University of Georgia, 1996- <<http://virtual.park.uga.edu/~wblake/home1.html>> [accessed 18 January 2004].
- Samantha Letters, 'Gazetteer of Markets and Fairs in England and Wales to 1516', *Centre for Metropolitan History*, London, 2001 <<http://www.history.ac.uk/cmh/gaz/gazframer.html>> [accessed 17 February 2004].
- Burka, Lauren P. "A Hypertext History of Multi-User Dimensions." *MUD History*. 1993. <<http://www.utopia.com/talent/lpb/muddex/essay>> [accessed 2 Aug. 1996].

(ii) A Journal/Newspaper

Citation order:

- Author's name
- Title of Article, in quotation marks
- Title of Journal/Newspaper, in italics or underlined
- Journal/Newspaper details (if applicable)
- Date of publication or last revision date
- URL, in angle brackets
- Date of access, in square parentheses

Examples:

- Goldfarb, Zachary A. "Child Health Dilemma", *Washington Times*, 31 Aug. 2003. <<http://www.washtimes.com/world/20030831-121939-8655r.htm>> [accessed 4 Sept. 2003]
- Tonya Browning, "Embedded Visuals: Student Design in Web Spaces," *Kairos: A Journal for Teachers of Writing in Webbed Environments* 3, no. 1 (1997),

- <<http://english.ttu.edu/kairos/2.1/features/browning/index.html>> [accessed 21 October 1999].
- Nathan Myhrvold, "Confessions of a Cybershaman," *Slate*, 12 June 1997, <<http://www.slate.com/CriticalMass/97-06-12/CriticalMass.asp>> [accessed 19 October 1997].
 - Christopher Wren, "A Body on Mt. Everest, a Mystery Half-Solved," *New York Times on the Web*, 5 May 1999, <<http://search.nytimes.com/search/daily/bin/fastweb?getdoc+site+site+87604+0+wAAA+%22a%7Ebody%7Eon%7Eon%7Eemt.%7EEverest%22>> [accessed 13 May 1999]
 - Jacqueline M. Labbe, 'The Romance of Motherhood: Generation and the Literary Text' *Romanticism on the Net*, 26 (2002) <<http://www.erudit.org/revue/ron/2002/v/n26/005698ar.html>> [accessed 20 January 2004].
 - Ross, Andrew. "Hacking Away at the Counterculture." *Postmodern Culture* 1.1 (1990): 43 pars. <http://muse.jhu.edu/journals/postmodern_culture/v001.1ross.html> [accessed 3 May 2003]
 - T. S. Eliot, 'Journey of the Magi', *Collected Poems 1909-1962* (London: Faber and Faber, 1974), pp. 109-10, in *Literature Online* <<http://lion.chadwyck.co.uk>> [accessed 27 January 2004].
 - Fallows, James. "The Age of Murdoch." *Atlantic Online*, Sept. 2003. <<http://www.theatlantic.com/issues/2003/09/fallows.htm>>. [accessed 10 Oct. 2003]

(iii) An e-mail

E-mail correspondence

Citation order:

- Author
- Date of message (in round brackets)
- Subject of the message (underline or use italics)
- e-mail to recipient's name (in square brackets)
- [Online]
- Available e-mail: recipient's e-mail address

Example:

- Corliss, B. (16 September 1992). *News from Seattle* [e-mail to T. Wright], [Online]. Available e-mail: TWRIGHT@UVMVM.UVM.EDU
- Lowman, D. (4 Apr 2000), *RE: ProCite and Internet Reference*, [e-Mail to P. Cross], [online], (pcross@bournemouth.ac.uk).
- McConnell, D. (D.McConnell@sheffield.ac.uk), (28th November 1997) *Follow up to your interview*, [Personal email to L.Parker], [online], (l.a.parker@sheffield.ac.uk).

Forwarded e-mail with additions

Citation order:

- Forwarder
- Date of forwarding (in round brackets)
- Subject of the forwarded message
- Subject of the original message (underline or use italics)
- Forwarder's e-mail to recipient from originator, date (in square brackets)
- [Online]
- Available e-mail: recipient's e-mail address

Example:

- Williams, P. (18 February 1995). Update on Pro-Cite. *Pro-Cite on Windows* [P. Williams forwarded e-mail to D. Hemmings from T. Hanson, 16 February 1992], [Online]. Available e-mail: DHEMMINGS@sas.ac.uk

(v) A CD-ROM

Citing an entire CD-ROM bibliographical database

Citation order:

- Database (underline or use italics)
- [CD-ROM]
- Inclusive dates (in round brackets)
- Place, producer
- Available
- Distributor file (if any)

Example:

- *AGRICOLA* [CD-ROM]. (1970-1978). Beltsville: National Agricultural Library (Producer). Available: SilverPlatter.

Citing a journal abstract/index entry from a CD-ROM bibliographical database

Citation order:

- Author
- Title (not underlined/italicised)
- [CD-ROM]
- Journal information (journal title underlined or italicised)
- Abstract/Index entry from: give information sufficient for retrieval of the abstract/index entry from the database

Example:

- Green, P.S. Fashion colonialism: French export "Marie Claire" makes in-roads [CD-ROM]. *Advertising Age*, 23 October 1989. Abstract from: ABI/INFORM Item: 89-41770

Citing a journal/newspaper article from a full-text CD-ROM database

Citation order:

- Author
- Title of article (not underlined)
- Journal/Newspaper title (underlined)
- [CD-ROM]
- Volume, date paging

Example:

- MacLeod, D. *PM plan for tests at five is shelved*. Guardian [CD-ROM], 9 January 1996, p6.
- Lascelles, D. *Oil's troubled waters*. Financial Times [CD-ROM], 11 January 1995, p.18.

(vi) A Discussion Forum

Citation order:

- Author's name
- Title of posting, in quotation marks
- Date of posting
- URL, in angle brackets
- Date of access, in square parentheses

Example:

- Daniel LaLiberte, "HyperNews Instructions," 23 May 1996, <<http://union.ncsa.uiuc.edu/HyperNews/get/hypernews/instructions.html>> [accessed 24 May 1996].
- Art Saffran, "It's Not That Hard," 5 January 1996, <<http://union.ncsa.uiuc.edu/HyperNews/get/hypernews/instructions/90/1/1.html>> [accessed 10 Jan 1996]

Subsequent citations

When a work is cited more than once subsequent citations leave out much of the detail of the original citation. Use the **short title** method for subsequent citations.

Short title

With this approach, the first reference to a work must be given in full, and then with subsequent citations you only need to include:

- the author's name
- the short title of the work
- the page number(s)

For example:

1. Jim Jose, *Biopolitics of the Subject: An Introduction to the Ideas of Michel Foucault*, Darwin, Northern Territory University Press, 1998, p. 57
2. C.R. Doran, 'Confucianism, Cultural Reform, and the Politics of Identity in Singapore', *ASEAN Forum*, Volume II, No 3, p. 18
3. Jose, *Biopolitics of the Subject*, p. 59

4. Jose, *Biopolitics of the Subject*, p. 72

5. Doran, 'Confucianism', p. 22-3

Note:

Again, the important point to remember is to **be consistent** with your use of short titles. If there could be any confusion between references, make sure **enough information** is given to specify the source being cited.

Bibliography

At the end of your assignment a list of your references is usually required. The usual heading for this list is a "Bibliography" or "List of References". However, care must be taken as there are subtle differences between these headings and you must be clear about what is being asked of you.

In general terms a Bibliography is a list of **all** the books/journals etc. that you have consulted in researching and writing your assignment, not just those you have cited in the text. Whichever heading is required, the main points to remember are:

- Full bibliographical details need to be given.
- The list is usually in alphabetic order, according to the author's surname.
- The author's surname should precede the forename or initials.
- In other respects the same format can be used as in a footnote.

If you need more information about what sort of details you should give, they are explained above, for the different types of sources.

Using Microsoft Word Footnoting

Microsoft¹ Word uses superscript figures - notice the figure 1 next to the word 'Microsoft'.

This 1 refers to a footnote at the bottom of the page (you can have endnotes at the end of the document if you prefer). Each note has two parts; a superscript note reference mark and the actual note text. Word automatically numbers and places the notes for you (see footnote below).

Procedure

- Position the insertion point after the word you want to reference
- Select *Insert* then *Footnote* and *OK*
- Enter the note.

¹ Microsoft is a trade name.