

## ***How To Format Footnotes and Bibliographies on HIS Courses***

This 'how to' guide has been designed to show you how to format footnotes in a clear and consistent way. It follows the guidelines set out by the Modern Humanities Research Association (MHRA). For a more detailed outline of these points, do refer to the full MHRA style guide, available via this link: <http://www.mhra.org.uk/Publications/Books/StyleGuide/index.html>.

Footnotes are crucial to scholarly writing as they tell a reader where the author of an essay has drawn key data, such as quotes or statistical information, as well as wider approaches and viewpoints on crucial debates. Remember, at undergraduate level history, we want to see how you are constructing arguments using both raw information (or 'primary sources'), and the wider viewpoints (or 'secondary sources') that have been proposed by a wide range of historians that help you make sense of such 'empirical' evidence.

In all essays for HIS courses, you will be expected to be able to format footnotes, and bibliographies, to a high standard. You will also be expected to follow the style set out here. This skill will form part of the overall mark you will be awarded for a piece of work.

Finally, Do remember that footnotes are sentences. They need to be punctuated correctly and always end with a full stop. References in bibliographies do not.

### **First citation of books in footnotes:**

*The information should be placed in this order:*

- Full name of author/s followed by a comma
- Full title of book (in italics)
- Details of publication in parentheses (city of publication: publisher, year of publication), followed by a comma
- Page reference. For one page, use 'p.' and for multiple pages use 'pp.' followed by a full stop

*Some examples:*

- Drew Gray, *London's Shadows: The Dark Side of the Victorian City* (London: Continuum, 2010), p. 59.
- Matthew McCormack, *The Independent Man: Citizenship and Gender Politics in Georgian England* (Manchester: Manchester University Press, 2005), pp. 55 – 58.

### **Subsequent citations of books in footnotes:**

To shorten subsequent references of books, simply use the surname and a shortened book title, followed by the page references.

*Some examples:*

- Gray, *London's Shadows*, p. 66.
- McCormack, *Independent Man*, pp. 88 – 98.

### **First citation of a chapter in an edited book:**

*The information should be placed in this order:*

- Full name of author/s followed by a comma
- Full title of chapter title 'in single quotation marks' (if there is a further use of quotation marks in the chapter title, as below, put this in "double quotation marks")
- A comma, then the word 'in' followed by the full title of the book, in italics
- A comma, then the phrase 'ed. by' followed by the names of the editor / editors of the volume
- The publication details in parentheses (city of publication: publisher, year of publication)

- A comma, then give the page numbers for the first and last pages of the chapter, then the specific page reference, if required, in parentheses, followed by a full stop.

*Some examples:*

- Mark Rothery, 'The Shooting Party: The Associational Cultures of Rural and Urban Elites in the Late Nineteenth and Early Twentieth Centuries', in *Our Hunting Fathers: Field Sports in England after 1850*, ed. by R. W. Hoyle (Carnegie Publishing: Lancaster, 2007), pp. 96 – 119.
- Cathy Smith, 'Insanity and the "civilising process": Violence, the insane and asylums in the nineteenth century', in *Assaulting the Past: Violence and Civilization in Historical Context*, ed. by K. Watson (Cambridge: Cambridge Scholars Press, 2007), pp. 250 – 268, (p. 255).

#### **Subsequent citations of chapters in an edited book:**

To shorten subsequent references of chapters in edited books, simply use the surname and a shortened book title, followed by the page references.

- Rothery, 'The Shooting Party', pp. 118 – 119.
- Smith, 'Insanity and the "civilising process"', p. 255.

#### **First citation of journal articles (this applies to both print and online academic journals)**

*The information should be placed in this order:*

- Full name of author/s
- Full title of article title 'in single quotation marks' (if there is a further use of quotation marks in the chapter title, as above, these are in "double quotation marks")
- Title of journal, italicized
- Issue number (academic journals publish multiple issues per year. This can range from from two to twelve, but usually journals publish three to four issues per year)
- Year of publication, (in parentheses)
- First and last page numbers, not preceded by 'pp.'
- If necessary the particular page reference in parentheses, followed by a full stop.

*Some examples:*

- Drew Gray, 'The Regulation of Violence in the Metropolis: The Prosecution of Assault in the Summary Courts, c.1780 – 1820', *The London Journal*, 2 (2007), 1 – 14, (p. 5).
- Matthew McCormack, 'Dance and drill: polite accomplishments and military masculinities in eighteenth-century Britain', *Cultural and Social History*, 3 (2011), 315 – 330.

#### **Subsequent citations of journal articles (this applies to both print and online academic journals)**

To shorten subsequent references to journal articles, simply use the surname and a shortened journal title, followed by the specific page references.

- Gray, 'The Regulation of Violence in the Metropolis', p. 7.
- McCormack, 'Dance and drill', p. 328 – 330.

#### **Citations from newspapers**

*You need to include as much of the following information as possible:*

- Full name of author/s
- Full title of article title 'in single quotation marks'
- Title of journal, italicized
- Date (day, month, year) of the newspaper
- If in a supplement, the supplement title
- The page reference, followed by a full stop.

*Some examples:*

- Michael Schmidt, 'Tragedy of Three Star-Crossed Lovers', *Daily Telegraph*, 1 February 1990, p. 14.
- Jonathan Friedland, 'Across the Divide', *Guardian*, 15 January 2002, section G2, pp. 10–11.

### Online sources

You need to be careful when citing online sources, and you need to ensure they are scholarly websites that are suitable for use in academic work. Though potentially holding useful sources of information, sites like Wikipedia or personal blogs are not consistent enough to be seen as reliable reference sources at undergraduate level. You should not be citing general BBC History webpages, or GCSE revision sites as secondary sources either, as these are too basic. However, sometimes such sites may hold useful primary sources that you can include in your essays. Essentially, you should only be citing from websites that have a clear academic focus, such as sites related to museums, organized research projects, or historical databases.

As a rule of thumb, you need to be able to identify the author of a webpage, and make a judgment whether she/he/they are suitably qualified to be commenting on a topic. If a webpage has no identifiable author, then in most cases it is not worth citing.

**Remember: The credibility of your essay is based on the credibility of your sources.**

*To cite from a webpage, you need to include as much of the following information as possible:*

- Full name of author/s
- Full title of chapter title 'in single quotation marks' (if there is a further use of quotation marks in the chapter title, as above, these are in "double quotation marks")
- Title of website, in italics
- Publication details, such as volume number, or date of publication
- Full web address of the source <in angular brackets like these>
- Date that you last accessed the website [in square brackets like these] followed by a full stop.

*Some examples:*

- Paul Jackson, 'Reflections on developing the far right research agenda through public facing encounters', *Re-public* (January 2012) <<http://www.re-public.gr/en/?p=5279>> [last accessed 29 August 2012].
- Karen Harvey, 'review of *The Independent Man: Citizenship and Gender Politics in Georgian England*, (review no. 530)' *Reviews in History* (December 2009) <<http://www.history.ac.uk/reviews/review/530>> [last accessed 29 August 2012].

### Use of Ibid.

The term 'Ibid.' should be used carefully, in order to avoid confusion. Only use 'Ibid' in situations where two consecutive footnotes refer to the same source. If the footnote uses the same source, but refers to a different page, then you can use 'Ibid.' followed by new page reference number. For example:

- Drew Gray, *London's Shadows: The Dark Side of the Victorian City* (London: Continuum, 2010), p. 59.
- Ibid.
- McCormack, *Independent Man*, p. 99
- Ibid., pp. 100 – 102.

### Bibliographies

Bibliographies should be listed in alphabetical order. If you have two books by the same author, then list them in chronological order, with the earlier publication coming first. You need to include all the books used when writing your essay. Sometimes you may put a book in your

bibliography that you did not cite in your essay. However, this should be very much the exception, not the rule. So if you want to ensure we can actually see how you have integrated any books or journal articles into your essay, do make sure that you cite it explicitly in the essay itself.

**Format books as follows:**

- Gray, Drew, *London's Shadows: The Dark Side of the Victorian City* (London: Continuum, 2010)
- McCormack, Matthew, *The Independent Man: Citizenship and Gender Politics in Georgian England* (Manchester: Manchester University Press, 2005)

**Format chapters in edited volumes as follows:**

- Rothery, Mark, 'The Shooting Party: The Associational Cultures of Rural and Urban Elites in the Late Nineteenth and Early Twentieth Centuries', in *Our Hunting Fathers: Field Sports in England after 1850*, ed. by R. W. Hoyle (Carnegie Publishing: Lancaster, 2007), pp. 96 – 119
- Smith, Cathy, 'Insanity and the "civilising process": Violence, the insane and asylums in the nineteenth century', in *Assaulting the Past: Violence and Civilization in Historical Context*, ed. by K. Watson (Cambridge: Cambridge Scholars Press, 2007), pp. 250 – 268

**Format journal articles as follows:**

- Gray, Drew, 'The Regulation of Violence in the Metropolis: The Prosecution of Assault in the Summary Courts, c.1780-1820', *The London Journal*, 2 (2007), 1 – 14
- McCormack, Matthew 'Dance and drill: polite accomplishments and military masculinities in eighteenth-century Britain', *Cultural and Social History*, 3 (2011), 315 – 330

**Format newspapers as follows**

- Friedland, Jonathan, 'Across the Divide', *Guardian*, 15 January 2002, section G2, pp. 10–11

**Format webpages as follows**

- Jackson, Paul, 'Reflections on developing the far right research agenda through public facing encounters', *Re-public* (January 2012) <<http://www.re-public.gr/en/?p=5279>> [last accessed 29 August 2012]

**Sample bibliography based on these sources:**

- Friedland, Jonathan, 'Across the Divide', *Guardian*, 15 January 2002, section G2, pp. 10–11
- Gray, Drew, 'The Regulation of Violence in the Metropolis: The Prosecution of Assault in the Summary Courts, c.1780-1820', *The London Journal*, 2 (2007), 1 – 14
- Gray, Drew, *London's Shadows: The Dark Side of the Victorian City* (London: Continuum, 2010)
- Jackson, Paul, 'Reflections on developing the far right research agenda through public facing encounters', *Re-public* (January 2012) <<http://www.re-public.gr/en/?p=5279>> [last accessed 29 August 2012]
- McCormack, Matthew, *The Independent Man: Citizenship and Gender Politics in Georgian England* (Manchester: Manchester University Press, 2005)
- McCormack, Matthew, 'Dance and drill: polite accomplishments and military masculinities in eighteenth-century Britain', *Cultural and Social History*, 3 (2011), 315 – 330
- Rothery, Mark, 'The Shooting Party: The Associational Cultures of Rural and Urban Elites in the Late Nineteenth and Early Twentieth Centuries', in *Our Hunting Fathers: Field*

*Sports in England after 1850*, ed. by R. W. Hoyle (Carnegie Publishing: Lancaster, 2007), pp. 96 – 119

- Smith, Cathy, 'Insanity and the "civilising process": Violence, the insane and asylums in the nineteenth century', in *Assaulting the Past: Violence and Civilization in Historical Context*, ed. by K. Watson (Cambridge: Cambridge Scholars Press, 2007), pp. 250 – 268