Correct referencing is an important part of preparing a piece of work for submission. References help the reader to re-trace the steps you took in gathering material for your essay. Proper referencing is one of the criteria used to mark essays and dissertations, and is an essential safeguard against the risk of unintentional plagiarism.

Referencing in essays consists of:

- Citing your sources in numbered footnotes or endnotes to indicate the source of ideas, information and quotations which you use in your essays. References should be numbered in the text and written out in full at the bottom of the page as footnotes.

- You will also need to prepare a bibliography, listing the works consulted and referenced in the text of the essay. The bibliography is typically given at the end of the essay. Note that the presentation of references in the bibliography is not exactly the same as the presentation of references in the footnotes. Use the examples at the end of this document as a guide.

This guide offers guidance on how to cite different type of resources in a footnote and in a bibliography.
Footnotes

Some things to note

- As a general minimum, you should include a reference when:
  - You directly quote or paraphrase from somebody else’s work, whether a primary or secondary source
  - You use a statistic
  - You paraphrase/summarise/put into your own words the ideas or writings of another person.

- You do not need to provide a reference for something that is common knowledge.

Abbreviations and use of Ibid.
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. An example of this is given in the guidance for citing a book.

If and only if a subsequent citation is in the footnote immediately following, use Ibid., followed by the page number. Ibid. is an abbreviation for the Latin word meaning ‘the same’. Please note, however, that if more than one work is cited in a footnote, the subsequent note cannot employ Ibid. For example, look at the following sequence of footnotes/endnotes:


Citing specific pages
If you are referring to a specific page or pages of a source, this should be indicated at the end of your reference by:

- p. for single pages e.g. p. 44
- pp. for references to more than one page e.g. pp. 44 -7

Do not use Pg. or any other variant of p. for giving page references.
Citing a book by a single author or authors

List the author or authors (initial, then surname), title in italics OR underlined – but not both – place of publication, publisher and date (in brackets), followed by the page reference.

Also, use capitals at the start of all major words in the title.
If you are citing not just a single page – p. 45 – but several pages in succession, indicate this as follows: pp. 45–7.
Examples:


For works having more than three authors, a note citation should give the name of the first-listed author followed by “et al.”


If you are using the Kindle version of a book, page details are often not available. In place of a page number you can use the information that you do have, such as location or a percentage:


Works having a corporate author:


Translated works:


Editions other than the first:

Subsequent references to a book should be given in short form as follows:

Campbell, *Scottish Miners*, p. 68.
Unwin and Galloway, *Peace*, p. 82.
Marcus et al., *Investigations*, p. 175.
International Monetary Fund, *Surveys*, p. 46.

Citing a chapter or essay in an edited book

Chapters or essays in books should be placed within single inverted commas, while the book title should be put in italics (or underlined).


Citing an article in a scholarly journal

If you are citing an article from a journal, you need to give the volume number, the issue number, and the year the journal appeared, as well as the page number for the reference. It may also be necessary to add the publication series if there is more than one.

Examples:


Citing a book review

Citations of book reviews follow the same conventions as citations of articles in scholarly journals. Therefore, give the same information as before – volume number, part number, month, year, page number(s) – but in addition add the author of the review and ‘review of’. Thus:


Citing an unpublished thesis

Citations of unpublished theses are to be given as follows:


Citing a web resource

As far as possible, when citing a web resource, follow the pattern followed for print resources – ie. Author, Title of item, Title of complete resource (if applicable), Publication details (Volume, Issue, Date), then follow this with the URL or DOI, and the date accessed.

Sometimes, on a web resource, not all this information is available. In these cases the minimum that should be included are: Title of the resource, URL or DOI and date accessed.

Examples:

Online encyclopedia entry:


Web page – organisation as the author:

Web page – no author, no date:

When there is no clear author for an excerpt of information you find on a web page, begin instead with the title of the webpage in italics. Where there is no date for when the information was added to the site, you can include (n.d.) to indicate no date.

*Liverpool and the Transatlantic Slave Trade* (n.d.)

Online journal with DOI:

A ‘doi’ is a Digital Object Identifier. It often replaces a URL as it a permanent identifier for the source. Because of its permanent nature, if you are using a doi you don’t need to provide an access date.

<http://dx.doi.org/10.1179/174587012X13230354351627>

Blog:


Television programme viewed on the internet:

‘Contaminated Blood: The Search for the Truth’, *Panorama*, online television programme, BBC iPlayer, 10 May 2017,
**Citing a technical standard**

You will need to include the name of authorising organisation, the number and title of standard (in italics), the publication details (if relevant) or the URL if it is a standard you accessed on line. If it is online information you should also include the date of access.


Or


**Citing primary sources**

A primary source is something which was written at or close to the event you are studying and may have been printed (newspapers, novels, parliamentary reports, autobiography), or handwritten (letters, wills, diaries). Many manuscript primary sources have been edited and published to make them more widely available but they are still primary sources.

Primary sources are so numerous in type that is almost impossible to give full information on citation in this document. If in doubt, please consult your tutors. In brief, however, some of the main types that you will encounter are treated as follows:

**Newspapers**

Content from newspapers can sometimes be used as a secondary source but have been included here to cover all varieties. References in the footnote for newspapers should include author and title, or just title where no author is evident. You do not need to give the page number when citing articles in newspapers.

D. Cross, ‘Court to hear Kennedy assassination allegation.’ *The Times* (7 November 1977).

Newspapers accessed online should include the URL and the accessed date:

Newspapers accessed via a digital archival database should include the name of the database:


If you have made extensive use of content from one newspaper publication it is permissible to reference this usage with the title of the publication (in italics) and the date range. E.g.


This allows you to acknowledge your source without creating many individual references for the content. However, if only a few issues of a publication have been used, you should still reference them in full. Speak with your tutor if you are uncertain as to whether your newspaper usage justifies the shorter citation.

**Memoirs, journals and diaries**

Memoirs, journals and diaries are in general treated in the same way as books, but again have their own conventions. These relate to whether the author published the work herself or himself, whether the work consists of a single text that was complete in itself but edited and published (often but not always after the author’s death) by someone else, or whether the work consists of a series of bits and pieces that had to be put together to make a book. Thus:

J. Dobbs, *Recollections of an Old 52nd Man* (Waterford: T. S. Harvey, 1859)


Sources from a database:

If you are citing primary source material which you have found within an online database, you will need to cite the full details of the source and also provide the title of the online collection you found it in, the URL of the collection, and an access date. For example, a book from the ECCO database:


Sources from Archives

Archival sources are treated in a variety of different ways. However, the general principles are that the identity and location of the document you are using should be as clear as possible, that it is particularly important to give the file and, if possible, document number, and that you should be consistent in your treatment of both sources and archives. The general order is: the name of the document (or what it is – it may not have a title), the collection of papers it comes from, where these papers are held, followed by any reference numbers. Some examples are given below:

Head Constable’s report to Watch Committee, March 1903, Proceedings of Liverpool City Council, Liverpool City Record Office (hereafter PLCC, LCRO), H352COU.

Manuscript Autobiographical Notes, Undated, Lawrence Daly Papers, Modern Records Centre, University of Warwick (hereafter MRC), MSS301/5/8.

Memorandum of F. Beda Pena, 5 July 1808, Archivo Histórico Nacional, Sección de Estado (hereafter AHN, Estado) 74-A, No. 91.


These examples all assume that in each case the collection concerned is being cited for the first time. In all subsequent references, to the same collection, use the abbreviated form as shown (or, where appropriate, *ibid.*). Thus:

J. Green to E. Cooke, 1 September 1809, NA, WO 1/237, ff. 555-7.

In the examples from the National Archives, please note the use of the abbreviation ff. (folios) instead of pp. (pages). This is used where documents are bound in volumes and
given a number of each double-sided sheet of paper. On other occasions each document might be numbered separately (as in the example from the AHN.) or the files paginated in the ordinary fashion.

Until a recent change of name, the National Archives, Kew, UK (TNA) were called the Public Record Office (PRO), and they are still often referred to as such. You are likely to come across many references to the PRO. Note that such a reference refers to the TNA.

**Printed correspondence / collections of letters**

A further source of documentary material is provided by collections of printed correspondence. These are treated as edited books and cited as follows:


A great deal of primary material is now available on the internet. Letters or other documents taken from this source should be cited in exactly the same fashion as primary documents found in archives. However, instead of citing an archive, substitute the website. Please provide full details. e.g.


**Oral Testimony**

Finally there is also the issue of oral testimony. This should be cited thus:

Oral testimony from Homer Simpson, recorded 12 May 2001, York City Record Office, OTE. I/354

Bibliography

Every essay or dissertation you submit should contain a bibliography at the end. A bibliography lists all the sources you have cited in the references. When listing in a bibliography the books, articles and essays you have cited in your footnotes or endnotes, you need to include the same information but the layout is different.

Some essays will only refer to secondary sources and you should list these in the bibliography. If you have cited both primary and secondary sources, a bibliography should be divided into primary and secondary sources.

A primary source is something which was written at or close to the event you are studying and may have been printed (newspapers, novels, parliamentary reports, autobiography), or handwritten (letters, wills, diaries). Many manuscript primary sources have been edited and published to make them more widely available but they are still primary sources.

A secondary source is comment and analysis written sometime after the event (historical monographs, articles in journals, chapters in books, and reviews of books fall into this category).

Some things to note:

- Bibliographies should be arranged alphabetically by the surname of the first author, unless the author is unknown, in which case use the title. Ignore ‘A’ or ‘The’ or equivalents in other languages when arranging titles in alphabetical order.

- For each entry, put the first author’s surname first (rather than the initial, as you would do for a reference).

- Titles of books and articles should be italicised (or underlined).

- Titles of chapters in books, or articles in journals should appear in single inverted commas, not italics.

- Page numbers need only be supplied for chapters in books or articles in journals.

- Include the full range of page numbers of articles and essays, not only the pages cited in your foot/endnotes.
Sample bibliography using the examples referenced above:

Primary Sources

Newspapers

Cross, D. ‘Court to hear Kennedy assassination allegation.’ The Times (7 November 1977).


As in the footnotes, if you have made extensive use of content from one newspaper publication it is permissible to reference this usage with the title of the publication (in italics) and the date range. E.g.


This is allows you to acknowledge your source without creating many individual references for the content. However, if only a few issues of a publication have been used, you should still reference them in full. Speak with your tutor if you are uncertain as to whether your newspaper usage justifies the shorter citation.

Memoirs, journals and diaries

Beda Pena, F., Memorandum, 5 July 1808, Archivo Histórico Nacional, Sección de Estado 74-A, No. 91.


Dobbs, J., Recollections of an Old 52nd Man (Waterford: T. S. Harvey, 1859).

Sources from a database:


Archival sources

Head Constable’s report to Watch Committee, March 1903, Proceedings of Liverpool City Council, Liverpool City Record Office, H352COU.

Manuscript Autobiographical Notes, Undated, Lawrence Daly Papers, Modern Records Centre, University of Warwick, MSS301/5/8.


Whittingham, S. to W. Bentinck, 28 October 1808, National Archives, War Office Papers 1/230, ff. 140-1.

Online archives


Oral testimony


Simpson, Homer, Oral testimony recorded 12 May 2001, York City Record Office, OTE. I/354
Secondary Sources

Book


Book with multiple authors


Chapter in an edited book


Corporate author


Translated works

Book review


Journal article


Unpublished thesis


Technical standard


Or


Web resources

Encyclopaedia entry:


Web page – organisation as the author

Web page – no author, no date:
Liverpool and the transatlantic slave trade (n.d.)

Online journal article with a doi:
<http://dx.doi.org/10.1179/174587012X13230354351627>

Blog:

Television programme viewed on the internet:
‘Contaminated Blood: The Search for the Truth’, Panorama, online television programme, BBC iPlayer, 10 May 2017,