

References in footnotes: the classic model

Part of the discipline of writing history is to reference your work clearly, following a standard format. Producing proper footnotes and bibliographies are skills you have to master. They form part of the 'presentation' requirements stipulated in the marking criteria. There are several styles (also called 'conventions') for this, and it is possible to use any of these, IF you do so consistently; but we suggest that you may find it easiest to learn and use what is sometimes called the 'classic' Oxford or Chicago style (though definitions vary).

In your text, you place the footnote number **after the full stop** at the very end of the sentence in which you are making the reference. If one sentence prompts several footnotes, group all the references and have one collective footnote for them. But **remember to put the little number after the full stop at the end!**

A book – the first time you cite it

- Write the author's name, with surname second (A. J. P. Taylor, or David Craig).
- Comma.
- Write the title of the volume in *italics*. Everything else in normal type.
- No comma after the title of the book.
- The first time you cite a book or article, give full publication details (place and date, in brackets).
- Comma.
- Page number(s) that you are referring to/quoting from: p. if one page; pp. if several pages.
- Get punctuation details and spaces right, i.e.
 - Placing of commas;
 - A space between 'p./pp.' and the page number(s):
 - correct = p. 10, pp. 11-14;
 - incorrect = p.10, pp11-14;
 - And a full stop at the end of the footnote.

Example:

Maurice Cowling, *The Impact of Hitler: British Politics and British Policy 1933-1940* (Cambridge, 1975), pp. 102-13.

If you are referring to an essay in a collection, or an article in a journal, the things you do vary slightly.

For essays, you:

- Cite the author as usual,
- then the full title of the essay in normal font but with inverted commas, minimising use of capitals.
- Then the word 'in',
- followed by editor(s) of the volume (forename/initial(s), surname),
- followed by the abbreviation ed./eds. (in brackets).
- Only then, the full title of the volume, in *italics*

- followed by place and date,
- and page numbers.

Example:

E. H. H. Green, 'The Conservative party, the state and the electorate 1945-64', in Jon Lawrence and Miles Taylor (eds.), *Party, State and Society. Electoral Behaviour in Britain since 1820* (Aldershot, 1997), p. 191.

Articles in journals have slightly different rules – you don't use the word 'in'; you do put the volume number and issue number of the journal before the date, you don't put the place.

Example:

David Jarvis, 'British Conservatism and class politics in the 1920s', *English Historical Review*, 111 (1996), p. 60.

NB You don't need to include the link to the website if you read the journal online. Whether you read a journal article in print or online, the format is the same.

Webpages

There is no set criterion for citing webpages. The most important thing is to include the link, followed by (last accessed on X date). If what you are citing is an online article or blogpost by a named author, or something hosted on a website, then you should include those details as well

e.g. Laura Sangha, 'A Wandering Story of the Wandering Jew', <https://manyheadedmonster.wordpress.com/2020/04/01/a-wandering-story-of-the-wandering-jew/> (last accessed 17th September 2020)

Primary sources

Many primary sources will be published and thus follow similar rules to books and essays. The important thing is to be clear on the edition.

e.g. William Holland, *Paupers and Pig Killers. The Diary of William Holland, a Somerset Parson, 1799-1818* ed. Jack Ayres (Harmondsworth, 1986), pp. 174-5.

If citing from a collection of documents, you will need to specify the document

e.g. Lord Lisle to Henry VIII, letter dated 8th May 1536, in *The Lisle Letters* ed. Muriel St. Clare Byrne (London, 1983), pp. 160-1.

'Advice on choosing a wife for artisans, Germany 1745', translated by Merry Wiesner-Hanks in Monica Chojnacka and Merry Wiesner-Hanks (eds), *Ages of Woman, Ages of Man: Sources in European Social History, 1400-1750* (London, 2002), p. 81. NB if the translator isn't specified, you don't need to include this.

Short form for second and further citations.

After the first full citation of an item in a footnote, in second and further citations use a shortened version (surname and basic title of the item) – as short as you can get it,

consistent with clarity and avoidance of confusion with other cited items: this saves on overall word length. Do not give the details of the edited volume or the journal.

Book: Cowling, *Impact of Hitler*, pp. 80-5.

Essay: Green, 'Conservative party', p. 193.

Article: Jarvis, 'British Conservatism', pp. 66-7.

Use of Ibid.

Where you are citing the same source in **successive** footnotes – and in order to save on word length – it is permissible to use *Ibid.* (meaning 'in the same book/essay/article'), with page number(s). *Ibid.* does not take italics.

So a set of footnote references might run like this:

⁶ Maurice Cowling, *The Impact of Hitler. British Politics and British Policy 1933-1940* (Cambridge, 1975), p. 102.

⁷ *Ibid.*, pp. 132-4.

⁸ David Jarvis, 'British Conservatism and class politics in the 1920s', *English Historical Review* 111 (1996), p. 60.

⁹ Cowling, *Impact of Hitler*, pp. 80-5.

¹⁰ E. H. H. Green, 'The Conservative party, the state and the electorate 1945-64', in Jon Lawrence and Miles Taylor (eds.), *Party, State and Society. Electoral Behaviour in Britain since 1820* (Aldershot, 1997), p. 191.

¹¹ Jarvis, 'British Conservatism', pp. 66-7.

¹² *Ibid.*, p. 70.

¹³ Green, 'Conservative party', pp. 189-91.

No bibliography is required.