REFERENCING AND BIBLIOGRAPHIES

When writing essays and other work, history students are expected to show clearly the sources of their information. This is done in two ways:

- **references** in the form of **footnotes**
- **bibliography**.

References should be provided not just for quotations, but also for the opinions of particular historians, not necessarily shared by others. Factual material specific to a particular book or article (e.g. examples of names or places, figures, statistics etc.) should also be referenced. You do not need to reference statements such as 'the English Civil War broke out in 1642', but 'Carlton estimates that about 180,000 people died as a result of the civil wars' should be referenced.

All work should finish with a **bibliography** giving the details of your sources. You should include only the works you have actually consulted. Tutors are not impressed by students who have clearly only based their argument on one or two texts but provided a bibliography listing many works.

Dissertations/Special Studies: advice on how to reference primary source material is included in the guidelines which you will receive for this work.

There is a variety of referencing styles, but the following must be used for your coursework for History. It is based on the referencing styles (which vary slightly) used in the majority of published work in the subject. **The use of different formats used by other subjects is not acceptable.** Always make sure you have the details you need, including page numbers, when making your own notes.

References

At the **end** of the relevant sentence or quotation a number should appear in the text **(after the full-stop)** which corresponds with the reference given at the bottom of the page of your work. These are called **footnotes.** In Microsoft Word click on 'References', then 'Insert Footnote' – and then type the footnote. MS Word will automatically number the footnotes and re-number them if you move text around in your work.

The format of the footnote varies depending on whether you are referencing a single-authored book; a chapter in a collection of essays written by different people; an article in a journal, or webpages.

For books and journal articles, the title of the published work (i.e. book – or name of actual journal, not article within the journal) should be *italicised* – or underlined – but not both. **Whether you underline or italicise, be consistent and don't use both in a single assignment.** In published work, italics are used, as in the examples below:

Book:
1. Barry Coward, *Oliver Cromwell* (Harlow, 1991), p. 59.

Journal article:
2. Richard Cust, 'Honour and Politics in Early Stuart England: The Case of Beaumont v. Hastings', *Past and Present*, 149 (1995), pp. 78-80.

Chapter in an edited collection:
Here you need to give both names – the name of the author of the actual chapter and the volume editor's name.
3. Ian Gentles, 'The Impact of the New Model Army', in John Morrill (ed.), *The Impact of the English Civil War* (London, 1991), p. 87.

Website:
Your footnote should include the URL as well as the name of the author and title of the article, and the date that you accessed the site, e.g.
4. Ronald Hutton, 'Henry VIII: Majesty with Menace', at
http://www.bbc.co.uk/history/british/tudors/majesty_menace_01.shtml accessed on 23 Feb. 2010.

Oxford Dictionary of National Biography (ODNB) article:
5. Sean Kelsey, 'Cary, Henry, first Viscount Falkland (c. 1575-1633), *Oxford Dictionary of National Biography* (Oxford, 2004),
http://www.oxforddnb.com/view/article/4837, accessed 24 June 2010.

Museum/gallery object:
Identify the artist if known, the title/description of the work/object, and its location or ownership, egs.
6. Studio of Hans Holbein, *Henry VIII* (c. 1540), Walker Art Gallery, Liverpool.
7. Anthony van Dyck, *Queen Henrietta Maria with Sir Jeffrey Hudson* (1633), National Gallery of Art, Washington D. C

Video/filmclip:
Your footnote needs to identify the video link or DVD, egs.
1. Museum of London, *Charles I's execution vest*,
https://www.museumoflondon.org.uk/museum-london-docklands/whats-on/exhibitions/executions/charles-i-vest
2. David Dimbleby, *Seven Ages of Britain*, BBC (2010), episode 4.

More than one reference can be shown in a single footnote, separated by a semi-colon (see footnote 7 in the sample list below): **don't place two footnote numbers at the end of the same sentence.**

If you use electronic books or journal articles in pdf. format – i.e. you have read an exact copy - use the **same** referencing format as for a print book or journal article.

A frequently-asked question by students is how to reference a **source which is quoted in another source**. You need to ensure that it is accurately reproduced, if quoted, and put in quotation marks with a footnote that properly references both the quoted source and the work in which you read it, e.g.

1. Louis XIV, *Oeuvres*, 6 vols (Paris, 1806), iv, p. 144, cited in Philip Mansel, *King of the World: The Life of Louis XIV* (London, 2019), p. 184.

After the first mention of a work an abbreviation should be used (see below for book, article, website ODNB entry):

7. Coward, *Cromwell*, p. 27.
8. Cust, 'Honour and Politics', p. 81.
9. Hutton, 'Henry VIII: Majesty with Menace'.
10. Kelsey, 'Cary, Henry, first Viscount Falkland', *ODNB.*

Latin abbreviations may be used, e.g.
Ibid. = the same place, used when the immediate previous reference is exactly the same, or …
Ibid., p. 36. = when only the page number is different.
Op. cit. = the work cited, used as an alternative abbreviation for a work previously cited, e.g. Coward, op. cit., p. 28.

But … students can get into difficulties trying to use Latin abbreviations, so you are advised to use the abbreviated styles as shown above.

A set of footnotes should, therefore, look like this:

1. Barry Coward, *Oliver Cromwell* (Harlow, 1991), p. 59.
2. Richard Cust, 'Honour and Politics in Early Stuart England: The Case of Beaumont v. Hastings', *Past and Present*, 149 (1995), pp. 78-80.
3. Ian Gentles, 'The Impact of the New Model Army', in John Morrill (ed.), *The Impact of the English Civil War* (London, 1991), p. 87.
4. Coward, *Cromwell*, p. 92.
5. John Morrill, 'Cromwell, Oliver (1599-1658), lord protector of England, Scotland and Ireland, *Oxford Dictionary of National Biography* (Oxford, 2004), http://www.oxforddnb.com/view/article/4837, accessed 24 June 2019.
6. Cust, 'Honour and Politics', pp. 81-2.
7. Coward, *Cromwell*, pp. 123-5; Cust, 'Honour and Politics', pp. 81-2.
8. Gentles, 'The New Model Army', pp. 93-4.
9. Barry Coward, 'Why Study Cromwell?' (2002), The Cromwell Association, http://www.olivercromwell.org/wordpress/why-should-we-still-study-cromwell-today/
10. Coward, 'Why Study Cromwell?'.

Bibliography

- Books and journal articles should be listed in alphabetical order by authors' surnames.
- If there are two authors/editors, record both; if there are several authors give the first name followed by et al. (meaning 'and others').
- As with footnotes, underline or italicise the titles of publications – but not both.
- The title of a journal article or chapter in a book of essays should be written in inverted commas and not underlined.
- The place (city/town – not county or country) and date of publication of books should be given, but the name of the publisher - i.e. Penguin, Longman, Oxford University Press - should **not** appear. For journals, just give the date.
- The volume numbers of journals should be given as a straightforward number e.g. 42 not vol. 42.
- For journal articles and chapters in edited collections, give the first to last page numbers – see Armitage and Tyacke below.
- Bibliography contents should **not** be numbered or bullet-pointed.

Sample bibliography – present yours like this:

Bibliography

Armitage, D., 'The Cromwellian Protectorate and the Languages of Empire', *The Historical Journal*, 35 (1992), pp. 531-555.

Bennett, Martyn, *Oliver Cromwell* (London, 2006).

Coward, Barry, *Oliver Cromwell* (Harlow, 1991).

Coward, Barry, 'Why Study Cromwell?' (2002), The Cromwell Association, http://www.olivercromwell.org/wordpress/why-should-we-still-study-cromwell-today/

Cust, R. and Hughes, A. (eds.), *Conflict in Early Stuart England* (Harlow, 1989).

Hirst, Derek, *Authority and Conflict* (London, 1986).

Kelsey, Sean, 'Cary, Henry, first Viscount Falkland (c. 1575-1633), *Oxford Dictionary of National Biography* (Oxford, 2004), http://www.oxforddnb.com/view/article/4837, accessed 24 June 2010.

Tyacke, Nicholas, 'Puritanism, Arminianism and Counter-Revolution', in Russell, Conrad (ed.), *The Origins of the English Civil War* (London, 1973), pp. 119-143.