

LIVERPOOL HOPE UNIVERSITY

FACULTY OF ARTS &
HUMANITIES

HISTORY

REFERENCING

GUIDELINES

2013

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 through footnotes or endnotes
- - 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 acknowledged.

All work should finish with a **bibliography** giving the details of books and journals used. 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 have provided a bibliography listing many works.

Dissertations - advice on how to reference primary source material is included in the dissertation guidelines which you will receive at the appropriate time.

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 on the subject.** THE USE OF GUIDELINES BELONGING TO OTHER SUBJECTS/DISCIPLINES IS NOT ACCEPTABLE FOR HISTORY. It is advisable when making your own notes from books and journals to note the appropriate details to save looking them up later.

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 either at the bottom of the relevant page or at the end of the essay. **References should appear like this whether they are placed at the bottom of the page or at the end of the assignment.** NB: use p. to refer to a single page; pp. to refer to more than one page – never pg. Punctuate the references as shown.

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:

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.

Details should be given as in the above examples, including the relevant page number(s).

After the first mention of a work an abbreviation should be used, e.g.

4. Coward, Cromwell, p. 27.
5. Cust, 'Honour and Politics', p. 81.

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. Students can get into difficulties trying to use op. cit – 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. Ibid., pp. 96-7.
6. Cust, 'Honour and Politics', pp. 81-2.
7. Coward, Cromwell, pp. 123-5.
8. Gentles, 'The New Model Army', pp. 93-4.

If you use electronic books or journal articles in pdf. format – i.e. you have read an exact copy - use the same referencing format.

Websites

Websites should be used with care. Remember that scholarly printed sources have been peer reviewed before publication; internet sources have often not been through this process. Check with your tutor if you are unsure of the quality of web-based materials as the use of poor quality literature will be reflected in your mark. If you do use a 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.

R. 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) articles should be referenced using this style:

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.

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 it is sufficient to give the first name followed by et al. (meaning 'and others').
- The name of the book (or journal) should be underlined or, if you prefer, italicised – 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 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

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

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

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

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.

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

If you prefer, surnames can be given first.