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Citing References

A guide to NTU History Style



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1. Introduction

This guide is intended as a resource that offers recommendations and practical examples for in-text citation and referencing using the NTU History Style. Accurate citation and references are both cornerstones of good academic writing and you will be directed by your tutors to adopt the style used by your particular course or module. As a history student, this means you will be using the bespoke style designed by the history department here at NTU.

Whenever you incorporate into your own writing any ideas, facts or quotations that are derived from primary or secondary sources, you are required to reference this material thoroughly and accurately. In History, you do so by using footnotes - please do not use other referencing practices, such as the Harvard, as all assessed work for History must conform to the academic protocols set out in this Style Guide.

There are no hard and fast rules about how many footnotes you should use in any piece of assessed work - you will become experienced in how best to support your argument by use of source material - but there ARE exact requirements governing when and how you should use a footnote.

You should ALWAYS footnote:

- * all ideas or obscure facts drawn from other sources;
- * all quotations from primary or secondary sources - do NOT italicise quotes, simply encapsulate within 'single quotation marks';
- * anything which has been paraphrased;
- * all discussions of historians' arguments.

If you do not footnote such material you may well be accused of plagiarism. Assessed work that is submitted without footnotes, and without correct adherence to the referencing protocols set out in this History Style Guide, will be penalised accordingly. Use the rules outlined in this guide to build up consistent and accurate history style references.

1.1 Basics of the history referencing style

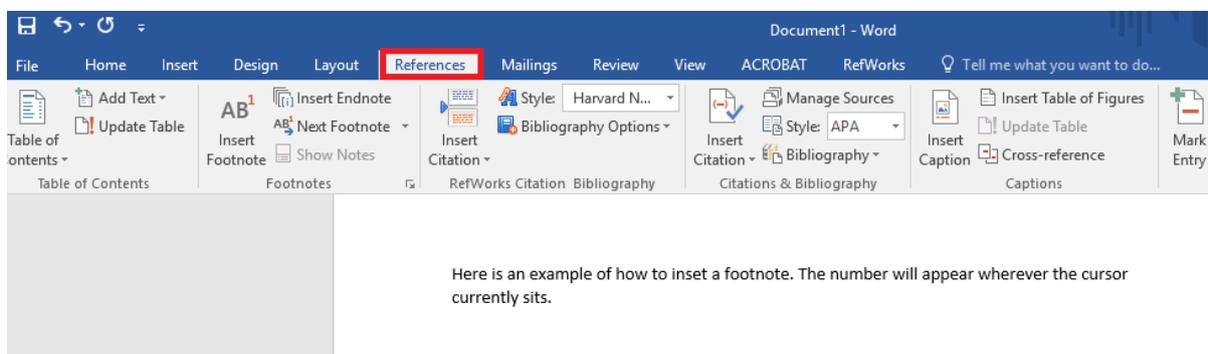
There are two tasks you need to undertake:

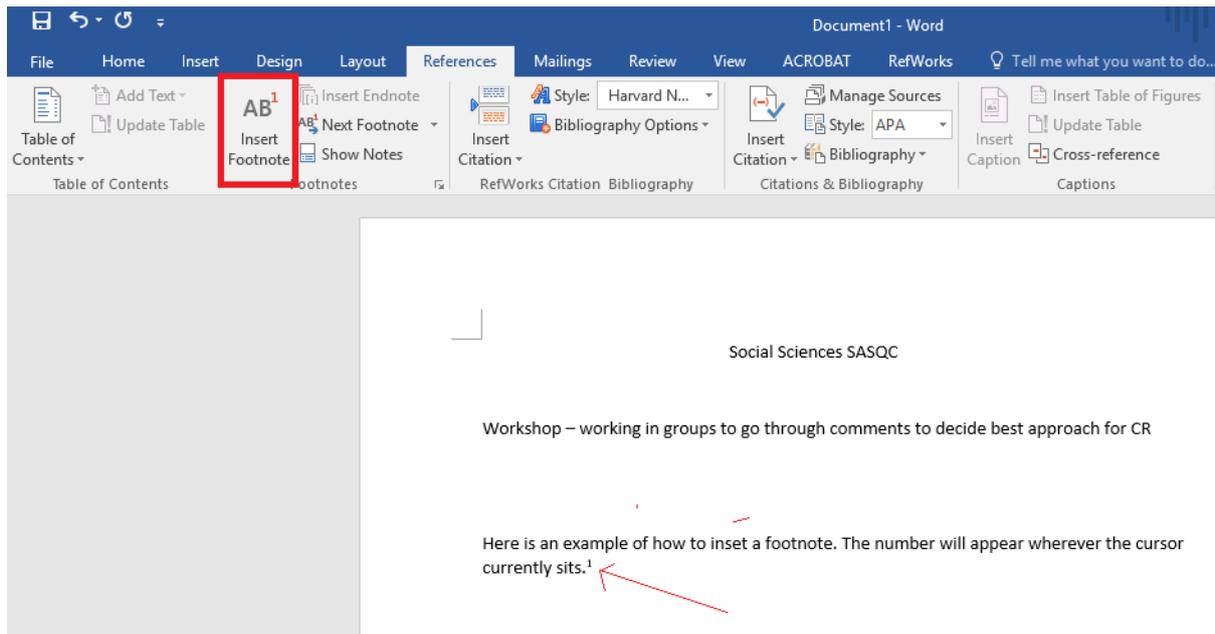
Citing – This alerts your reader to the fact that you are using somebody else’s ideas and / or offering evidence to support your argument from the work of others, and gives them immediate information on what your source is. This is done by giving inserting a footnote at the relevant point, with the footnote providing details of the source.

Referencing – This gives a clear list of all the sources you have used in your work, provided in a clear, formulaic order in your bibliography. Examples of both of these will be provided below.

1.2 How to insert a footnote

To insert a footnote, simply click at the point of the text where you wish the footnote to appear. Then select ‘References’ on the ribbon at the top of the Word document, and then select ‘Insert Footnote’. A footnote number will be inserted at the point selected, and your cursor will be moved to the relating footnote reference line at the bottom of the page. Insert the full reference of the source used here. Formatting and stylistic requirements of this reference are set out later in this Style Guide.





2 Guidance on the style

In the history style, the footnote should appear either after a comma, or at the end of the sentence, **after** the full stop.

Example

Nathan Nunn has argued that the study of history has an important role to play in understanding planned economic development.¹ However, Henry Ford has claimed, famously, that 'history is more or less bunk'.²

1. Nathan Nunn, 'The Importance of History for Economic Development', *Annual Review of Economics*, 1: 1 (2009), 65-92.
2. Henry Ford, *Chicago Tribune*, May 25th, 1916.

2.1 Multiple References

If you have SEVERAL references contained in one line, then amalgamate these into a single reference by placing a single footnote at the end of this sentence. Then give the details of the references in your footnotes, sequentially, divided by a semi colon.

Example

Historians have recently assessed notions of traditional Catholic authority (hierarchy, order and conflict, and perceptions of rebels and royalists under the League) in studies such as Nicholls's examination of elite magistrates at Tours, Diefendorf and Holt's work on Catholic militants in Paris and Burgundy, and Wolfe's account of the customs and practices of artisans in Dijon.³

3. David Nicholls, 'Protestants, Catholics and magistrates in Tours', *French History*, 8 (1994), 14-33; Barbara B. Diefendorf, *Beneath the Cross. Catholics and Huguenots in Sixteenth-Century Paris* (Oxford, 1991); Mack P. Holt, 'Burgundians into Frenchmen: Catholic identity in sixteenth-century Burgundy', in Michael Wolfe (ed.), *Changing Identities in Early Modern France* (Durham, N.C., 1997), 345-70; James R. Farr, *Hands of Honor. Artisans and Their World in Dijon, 155-1650* (Ithaca, 1988).

2.2 Using Exact quotations

Short extracts: Direct quotations from primary or secondary sources that are shorter than forty words in length, or two lines of text, should be incorporated into your text and placed within 'single quotation marks'.

Example

Trevor Cooper has argued that the use of organ music in churches during the civil war was 'not without controversy and criticism, especially from the Puritan wing of the church, which believed in clarity of words, lay participation, and worship with a minimum of artor artifice'.⁴

Longer extracts: When you are including a longer quotation you should indent the text on both left and right margins, omit the single quotation marks, and set the format as single line spacing.

Example:

A flavour of the simmering row which boiled over in the Civil War can be gained from one Puritan's complaint about the musical service in Cosins' time at Durham Cathedral, a few years before he arrived at Cambridge:

We object that you John Cosin and your fellows have not only banished the singing of psalms, in the vulgar tunes, by authority allowed, but you have so changed the whole liturgy, that though it be not in Latin, yet by reason of the confusedness of voices of so many singers, with a multitude of melodious instruments, the greatest part of the service is no better understood, than if it were in Hebrew or in Irish.⁵

While detail on how you create references for your footnotes will be detailed later, below you can see examples of how the citations for the above would look.

4. Trevor Cooper, 'Choral evensong in the Time of William Laud', *Journal of the Ecclesiological Society*, 28 (2002), 2-14.

5. Peter Smart, 'Articles against Mr. John Cosin', *Surtees Society*, 52 (1869), 161-89.

2.3 Using a quote that appears in another historian's work

Usually, you should only cite or quote from a source if you are examining it directly. For example, if while reading West's article on the Normans you find he has cited/quoted from a book by Golding, and you wish to use this information/quote in your work, then you should try and locate Golding's book and read it yourself. Once you have accessed the text personally, then you will cite the reference as follows:

Brian Golding, *Conquest and Colonisation: The Normans in Britain 1066-1100* (London, 1994), p. 178.

However, if you are not able to locate or obtain Golding's text, and still feel the need to cite/quote from his work, then you may offer the following footnote reference:

Brian Golding, *Conquest and Colonisation: The Normans in Britain 1066-1100* (London, 1994), p. 178, as cited in Francis West, 'Colonial History of the Norman Conquest?', *History*, 84:274 (1999), p. 226.

2.4 Page Numbers

Note: if the material cited is located on a single page (e.g. on page 156), then use p. 156. If the material cited ranges over a number of pages (e.g. between pages 233 and 241), then use pp. 233-41.

3 Creating Citations for your sources.

Having insert your footnote, you now need to create your full citation. While this differs slightly between sources: for example, a book will need slightly different information than a journal, however, the basic remain the same. You will need the author's name, the date of publication, the title, the publisher, the place of publication, and the page number. This information is usually presented to you on the title page of the book or is prominent on the resource you are using. [Library OneSearch](#) will also provide the information you need for an accurate reference for those sources made available by [NTU Library](#).

Below is a collection of examples on how to cite each type of source you are likely to use in your work, and how it should then appear in the bibliography.

3.1 Single and Joint Authored Books

When referencing a single or joint authored book, the following footnote convention must be adhered to:

- Author's given name/initials, surname, *full title italicised* (publisher: place, date of publication), page reference.

In subsequent footnote references to the book, just the author's surname and a convenient abbreviation or short title should be used.

Example:

First footnote: James Joll, *Europe Since 1870: An International History* (Penguin: London, 1990), p. 67.

Subsequent footnotes: Joll, *Europe Since 1870*, pp. 127-33.

Bibliography entry:

Books listed in the bibliography are sorted alphabetically by author's surname. Entries thus begin with the author's surname and follow the following convention:

- Author's surname, given name/initials, *full title italicised* (publisher: place, date of publication).

Joll, James, *Europe Since 1870: An International History* (Penguin: London, 1990).

3.2 Essays in Edited Collections

When referencing an essay in an edited collection, the following footnote convention must be adhered to:

- Author's given name/initials, surname, 'essay title inside single quotation marks', in editor's name (ed.), *full title italicised* (publisher: place, date of publication), page reference.

In subsequent footnote references to the essay, just the author's surname and a convenient abbreviation of the essay title (still within single quotation marks) should be used.

Example:

First footnote: R. C. North, 'The Revolution in Asia: N. M. Roy', in Leopold Labedz (ed.), *Revisionism Essays and the History of Marxist Ideas* (Allen: New York, 1962), pp. 95-98.

Subsequent footnotes: North, 'N. M. Roy', p. 99.

Bibliography Entry

Essays listed in the bibliography are sorted alphabetically by author's surname. Entries thus begin with the author's surname, should note the full-page range of the essay, and will follow the following convention:

- Author's surname, given name/initials, 'essay title inside single quotation marks', in editor's name (ed.), *full title italicised* (publisher: place, date of publication), full page range of essay.

Example:

North, R. C., 'The Revolution in Asia: N. M. Roy', in Leopold Labedz (ed.), *In Revisionism: Essays on the History of Marxist Ideas* (Allen: New York, 1962), pp. 91-100.

3.3 Journal Article

When referencing a journal article, the following footnote convention must be adhered to:

- Author's given name/initials, surname, 'article title inside single quotation marks', *journal name italicised*, volume number (date of publication), page reference.

In subsequent footnote references to the journal article, just the author's surname and a convenient abbreviation of the article title (still within single quotation marks) should be used.

Example:

First footnote: Michael Walzer, 'A Theory of revolution', *Marxist Perspectives*, 2: 1 (1979), p. 33.

Subsequent footnotes: Walzer, 'A Theory of Revolution', pp. 39-41.

Note re JSTOR articles: it is not necessary to state the url of articles downloaded in pdf format from JSTOR, as these are copies of extant publications held in many libraries. As such, the formal information noted above will suffice.

Bibliography

Journal article titles listed in the bibliography are sorted alphabetically by author's surname. Entries thus begin with the author's surname, should note the full-page range of the article, and follow the following convention:

- Author's surname, given name/initials, 'article title inside single quotation marks', *name of journal italicised*, volume number (date of publication), full-page range of article.

Example:

Walzer, Michael, 'A Theory of Revolution', *Marxist Perspectives*, 2: 1 (1979), pp. 30-44.

3.4 Internet/Electronic Resources

References to internet/electronic resources are often complicated. Some will relate to on-line journals (JSTOR etc), some to online repositories of primary source material, while others to academic resources or institutional portals, or to independent, stand-alone websites. And while all will have a URL (web address), some of these may be unmanageably long, or may simply refer to a parent folder. Not all have an identifiable author or title, and relatively few will have page numbers, so you may not be able to provide all the details given when citing books and journals contained in libraries. In these cases try to supply as much information as possible, following the order shown below. In addition, as the World Wide Web is constantly changing and being up-dated, you should provide the date on which you accessed the material.

Example

First footnote: Carl Conetta, '9/11 and the Meanings of Military Transformation', *Project on Defense Alternatives*, 200, at <http://www.conw.org/pda/0302conetta.html> [accessed 1 April 2008].

Subsequent Mention: Conetta, '9/11'.

Bibliography

Internet and electronic sources are sorted alphabetically in the bibliography, by author surname. However, many website sources will not have a listed author. In those cases, use the name of the website itself as the author. For example, if you got the information off the BBC website, you would put 'BBC' as the author. As noted previously, you need to include where you found the information, and when precisely you accessed it.

Conetta, Carl, '9/11 and the Meanings of Military Transformation', *Project on Defense Alternatives*, 200, at <http://www.conw.org/pda/0302conetta.html> [accessed 1 April 2008].

3.5 Video, Film and Broadcast Sources

As with books, your aim when referencing video, film and broadcast sources is to help the reader recover your source. Therefore, provide as much information as possible, adhering to the following conventions:

Example for Film

First footnote: *Beaumarchais* (1996), dir. Edouard Molinaro.

Subsequent footnotes: *Beaumarchais*, dir. Molinato.

Bibliography: *Film title*, year of release, release company and director/producer, thus:

Beaumarchais (1996, Artificial Eye), dir. Edouard Molinaro.

Example of TV or Radio Broadcast

First footnote: *Newsnight*, (BBC), BBC2, 16 June 2004, 10.30pm.

Subsequent footnotes: *Newsnight*, 16 June 2004, 10.30 pm.

Bibliography: Title, production company, channel, date and time, thus:

Newsnight, (BBC), BBC2, 16 June 2004, 10.30 pm.

You should feel free to add extra information where relevant. For example, if you were referring to an interview, you ought to state the interviewee and if possible the interviewer before giving the title of the broadcast or film.

3.6 Documents in Printed or Online Edited Collections

Precise rules for citing documents may vary, as different conventions affect different types of documents (e.g. letters are cited by first giving

the name of writer followed by correspondent and dateline, e.g. Merry to Hawkesbury, Paris 19 June 1802; for printed documents you should cite author, title, date as for books; proclamations etc. might on the other hand lack clear authors). However, the usual rule is to give more detail rather than less, as with any other reference. Note also that 'Primary Sources' should go in a separate section to secondary sources in your bibliography.

In Bibliography: you may wish to cite only the documentary collection, especially if you have cited several documents and will so follow the style for edited books given above, but if not, use the following model:

Examples for printed primary sources

First footnote: Maximilien Robespierre, 'Speech to the Jacobins, 25 February 1793,' in John Hardman (ed.), *The French Revolution Sourcebook* (Hodder Arnold: London, 1999), pp. 160-1.

Subsequent footnotes: Robespierre, 'Speech to the Jacobins, 25 February 1793,' p.161.

Bibliography:

Robespierre, Maximilien, 'Speech to the Jacobins, 25 February 1793,' in John Hardman (ed.), *The French Revolution Sourcebook* (Hodder Arnold: London, 1999), pp.160-1.

Example for electronic/online primary sources:

First footnote: 'Willibald: the Life of St. Boniface', Internet Medieval Sourcebook at <http://www.fordham.edu/halsall/basis/Willibald-boniface.html> [accessed 4 July 2007]. 160-1.

Subsequent footnotes: 'Willibald: the Life of St. Boniface'

Bibliography

'Willibald: the Life of St. Boniface', Internet Medieval Sourcebook at <http://www.fordham.edu/halsall/basis/Willibald-boniface.html> [accessed 4 July 2007]. pp.160-1.

For more guidance about citing documents and printed sources, see the individual Module Guide, or your Dissertation Module Handbook (if you are a final year student).

3.7 Newspaper

Always use the full title of an imprint, so *The Times*, *The Guardian*, *The Independent* but *Daily Telegraph*, *Daily Mail* etc.

In the Bibliography you need only give the title of the newspaper consulted, not the individual dates etc. Also (as with journals) you do not need to give place of publication or publisher.

First footnote: Robert Beeston, 'Strutting Russia is Heading for a Fall', *The Times*, 13 August 2008.

[if you accessed this online instead of using the print version, and its modern, you do not need to give the website but instead put: *The Times*, 13 August 2008, online version]

Subsequent footnotes: *Times*, 'Strutting Russia is Heading for a Fall', 2 August 2008.

Bibliography

The Times

3.8 Manuscripts and Unpublished Documents

Manuscript references should always identify the archive, library or other repository where the manuscript is lodged. In the Bibliography, only the broad category of papers and the repository need be cited. On first citation, always give the repository name and reference code, with the repository name abbreviated after the first citation. Where all manuscripts are in one repository, the repository title need only be

given at the first citation. Reference codes should follow the conventions used in the relevant repository.

Example:

Note: Two examples have been given, to demonstrate how this can differ depending on where the document is stored.

First footnote: National Archives, HO 30/51/22, Lord Cairns to Lord Chief Justice, Letter, 15 July 1878.

Subsequent footnotes, NA HO 30, Cairns, Letter, 15 July 1878.

First footnote: Cambridge University Library, ADD 7349 (C)14 Lytton-Stephen Correspondence, 1876-1891, Lytton, Simla, 29 May 1876.

Subsequent footnotes, CUL, ADD 7349, Lytton, Simla, 29 May 1876.

Bibliography:

Home Office Papers, National Archives

Cambridge University Library ADD 7349 (C)14 Lytton-Stephen Correspondence, 1876-1891.

3.9 Theses and Dissertations

Example

First footnote: R. J. Ingram, 'Historical Drama in Great Britain from 1935 to the Present' (unpublished doctoral thesis, University of London, Birkbeck College, 1988), p. 17.

Subsequent footnotes: Ingram, 'Historical Drama in Great Britain', pp. 22-27.

Bibliography:

Ingram, R. J., 'Historical Drama in Great Britain from 1935 to the Present' (unpublished doctoral thesis, University of London, Birkbeck College, 1988).

3.10 Plays and Long Poems

Example:

First footnote: *William Shakespeare, The Merchant of Venice*, ed. John Russell Brown. Second Series (London: Arden Shakespeare, 2001), ii. 3. 10

Subsequent footnotes: *The Merchant of Venice*, ii. 3. 12-14

Bibliography:

Russell Brown, John (ed.), *William Shakespeare, The Merchant of Venice*, Second Series (London: Arden Shakespeare, 2001).

3.11 The Bible

Both footnote and Bibliography look the same for bible entries, as per the examples below.

Examples

Isaiah 22. 17

ii Corinthians 5. 13-15

3.12 Other Sources

If you have to reference a type of source that is not covered here (e.g. a taped oral history interview; CD-Rom source etc.) the same basic rules of what should be included and the format for the reference apply to all sources. You should give authorial details (where available), title,

publication details, dates and (in case of non-published sources) the location of the source, and any other information which might help identify and clarify the precise nature and origin of the material. The aim, remember, is to help the reader.

4. The Bibliography

You are required to compile and include a bibliography for **ALL** History assessments unless stated otherwise. Assessed work that is submitted without a bibliography will be penalised appropriately.

4.1 Structure and format of the Bibliography

The bibliography should be placed at the end of your assessed work. All titles should be sorted alphabetically, with each title conforming to style and format as set out in the History Style Guide. Note that titles in the bibliography commence with the author's surname, as opposed to footnote entries which commence with the author's given name.

4.2 What should be included in the Bibliography

Your bibliography will be constructed by collating all works referenced within your footnotes. These should be arranged in alphabetical order, sorted by Surname (see Style Guide for correct format of bibliographical entries), and sub-divided into Primary and then Secondary material.

*Note that normally **ONLY** those works listed in your footnotes should appear in your bibliography, as these refer to information that shaped explicitly your argument and analysis. You should **NOT** include general and background reading in your bibliography which serves only to inform your wider understanding of the subject; but you should include any work which is relevant to, for example, an Appendix.

A typical bibliography would look as follows:

Andrieu, Jules, *Histoire de l'Agenais* (2 vols., Agen, 1893).
Ascoli, P. M., 'French provincial cities and the Catholic League', *Occasional Papers of the American Society for Reformation Research*, 1 (1977), pp. 15-37.
Barry, Jonathan and Christopher Brooks, *The Middling Sort of People. Culture, Society and Politics in England, 1550-1800* (London, 1994).
Benedict, Philip (ed.), *Cities and Social Change in Early Modern France* (London, 1989).
Benedict, Philip, *Rouen during the Wars of Religion* (Cambridge, 1981).
Carroll, Stuart, *Noble Power during the French Wars of Religion. The*

Guise Affinity and the Catholic Cause in Normandy (Cambridge, 1998).
Collins, James B., *The Fiscal Limits of Absolutism* (Berkeley, 1988).
Connac, Emile, 'Troubles de mai 1562 à Toulouse', *Annales du Midi*, 3 (1891), pp. 310-39.
Davies, Joan, 'Persecution and Protestantism: Toulouse, 1562-1575', *Historical Journal*, 22 (1979), pp. 31-51.
Davis, Nathalie Zemon, *Society and Culture in Early Modern France* (Stanford, CA., 1975). etc.

5 Further Help and Support

Contact NTU Library's Learning & Teaching Team for advice on citing and referencing:
https://www.ntu.ac.uk/library/learning_teaching/contact_us/index.html

NTU Library provides training events on a number of subjects, including referencing
<http://librarybookings.ntu.ac.uk/>

NTU Library Referencing and Plagiarism web pages:
http://www.ntu.ac.uk/library/developing_skills/referencing_plagiarism/index.html

A variety of academic support can be found on the NOW Help pages: