Footnotes and Bibliography – A Style Guide for History Students

The following guide is based on the Chicago Manual of Style guide for referencing. For additional descriptions, see the short introduction here, and for an exhaustive description, consult the Oxford Brookes Library, which contains the latest published edition of the Chicago Manual of Style.

In what follows, three types of example are given for each type of reference:

- First reference: this is the first time a particular source is cited in your footnotes. The first time a work is referenced, the student must provide the complete citation information.
- Repeat reference: having already cited a book or article and provided the complete citation information, any subsequent references to this work can be abbreviated, mainly to avoid cluttering up the appearance of the essay and economizing on space and words.
- Bibliography: all essays must, unless otherwise stated, contain a bibliography, listing the works consulted and referenced in the text of the essay. There are specific ways to present your research in the bibliography, which is typically given at the end of the essay.

Books:
The fundamental pieces of information for citing books are the author(s), the title, and the publication information. In footnotes (the same always applies to endnotes throughout this document), one is referring to either a book in general or to a specific page (or range of pages), where the information contained in the essay at that point can be found. In the bibliography, presented at the end of the essay, the specific pages used are not important, as one is listing in more general terms the sources consulted and utilized in the research for the essay.

In terms of style, one of the clearest differences between footnotes and the bibliography is in terms of the way the same information is presented. In a footnote, the information is presented in a continuous manner, almost like a single sentence. As such, the different elements are separated by commas, colons, and semicolons. (These are not interchangeable, but have their own roles, as illustrated in the examples.) In the bibliography, each basic element of the citation stands separately, with full stops following each. This distinction may seem arbitrary, and to an extent it is.

Examples:

**Books with one author:**

First reference:

Short version:

- Only include the surname, short version of the title, and the page number/s if you are referring to a specific page. You do not need to repeat the page references for the whole work in the short version.

Bibliography

- Note that the surname is given first. This is because bibliographies are organized alphabetically by author (or by title if there is no author).
- No page numbers are required, for in the bibliography you are listing the basic works consulted for your paper. However, with other types of items in a bibliography, page numbers are required. See below.

**Books with two authors**

First reference:
Short version:

Bibliography:

Books with three or more authors:
First reference:

Short version:
Levene et al., *From Cradle to Grave*, 45-60

- NB: ‘et al.’ means ‘and others’. It is a Latin term and should be with a full stop at the end.

Bibliography:
As with other multiple authored books, but for the bibliography *all authors must be listed*.

Books in second or subsequent editions
This refers to books which have been republished with some changes. This is clear from the publisher’s details inside the book. Cite as above, but include ‘second edition’, ‘revised edition’, ‘paperback edition’ or equivalent, before the publishers’ details. You don’t need to include this extra information in the short version.

First reference:

Short version:

Bibliography

An edited or translated book
As above, but after the name of the editor include ‘ed.’ if there is only one editor, and ‘eds’, if there is more than one, or ‘trans.’ for a translator. Note that ‘ed.’ and ‘trans.’ have full stops after them, but ‘eds’ does not. Note that in footnotes, ‘ed.’ and ‘eds’ is placed in parentheses, but ‘trans.’ is not. (Once more, that’s the style – just accept it!) You would use this form if you were citing a whole edited book – for individual chapters see the next section.

First reference:
Richmond Lattimore, trans., *The Iliad of Homer* (Chicago: University of Chicago Press, 1951), 91–92. [use this, for example, for texts in translation]


Short version:


**Bibliography**


**A chapter in an edited book**

Include the name of the author of the chapter, as above. After the name, provide the full title of the chapter, following the normal conventions for capitalization. The title of the chapter should be put in inverted commas, but not in italics or underlined. Then, to show the details of the book, put ‘in’, followed by the title of the book in which it appears, which is itself followed by the names of the editors of the book. End with the place, the publisher and the year, in brackets, followed by the page numbers. You always need page numbers for a chapter in an edited book, either for the whole chapter or for specific pages. For the bibliography, the whole page range for the essay or chapter must be provided.

**First reference:**


**Short version:**

Crossman, “Welfare and Nationality,” 82 [no need for the editors’ or book’s names in subsequent citations].

**Bibliography**


**Journal articles:**

With articles, the fundamental pieces of information to provide are the author, the title of the article, the journal in which it was published, the volume of that journal in which it appears, the year of publication, and the pages. The title of the article, as with an essay or chapter appearing in an edited book, is placed in quotation marks, while the title of the journal is underlined or italicized, as a book would be. The volume number is given after the title of the journal, along with the year of publication. Page numbers are bit eccentric: for footnotes, you only detail the pages referred to at that point in the text of the essay (unless the whole article is being referred to in general terms, in which case the whole page range should be provided); the bibliography should contain the whole page range for the article. *Note the difference in the way page numbers are given in first and repeat (short) citations* -

**First reference:**


**Short version:**

Crook, “Accommodating the Outcast,” 431

**NB:** if you have accessed a journal article through the electronic library, you do not need to add details to show this. Cite as above, for what you have accessed through JSTOR and other services is a page scan of the print article. However, if the journal you are citing is only available on-line (these do exist), and does not have a print edition, then you should provide the URL. See the *Chicago Manual of Style* web page for additional explanation.

**Book reviews**

These are similar to journal articles:

*First reference:*

*Short version:*
Other Academic, review of Modernism and Fascism

**Bibliography**


**Popular magazine articles**

This is similar to the style for journal articles, but one important difference is that popular magazines do not typically have continuous pagination across issues within a single year/volume. (A single volume of, for example, Social History, will have 4 issues published in a year, with the first page of issue #1 beginning with page 1, issue #2 will begin where #1 left off, and so on, until a new volume is begun.) For this reason, provide the issue number following the volume number, so that the reader knows which page in which issue you are referring to.

*First reference:*

*Short version:*
Kilday and Watson, “Nursery Crimes”

**Bibliography**


**Newspaper articles**

*First reference:*

*Short version:*
O’Hara, “Who’s Counting?”

**Bibliography**


- NB: for newspaper articles and articles in popular magazines, the page numbers are not required in the bibliography. The date of the issue is considered sufficient. This is different from scholarly articles.

**Electronic resources**

**Websites**
As noted above, you should be careful in your use of websites, and make an informed judgment about their merits. When referencing a website include the full URL, and the date you accessed it. This is because web content can change over time, and so it is important to detail when you accessed the content.

First reference:

Short version:
http://www.victorianweb.org/history/sochistov.html

Websites are not typically listed in the bibliography alongside other published works. They can be listed separately in the bibliography, however, under a separate heading such as “Electronic Sources”.

Electronic articles
Scholarly articles accessed through the electronic library need not be referenced differently from print articles (see above). If you access other articles, for example, from newspapers or magazines online, include all details for the article, and include the website and date accessed:

First reference

• NB: the date given for the article should be the date the article is originally posted – information which should be visible or easily discovered if you are using a reputable or legitimate source.

Short version
O’Hara, “Who’s Counting”

Bibliography

Electronic books
As for books, but include the URL and the date you accessed it. Note that the short version does not include the URL. Note also that here the page number goes before the URL details.

First reference:

Short version:
Smith, Using Secondary Data, 67

Bibliography

Primary sources online
Give the full title of the source you have used, including the author if appropriate (see examples), then the usual website details.

First reference:

**Short version:**
“Hundred of Giltcross”

Senior, *Poor Law Commissioners’ Report*, 41.

**Bibliography**


**Emails/personal communications/oral evidence**

Sometimes you may need to cite more informal types of evidence, especially when you are researching your dissertation. Again, you should give enough information that a reader could trace your sources. Generally this will include the name of the person who gave you the information (unless they have been anonymised), the form of communication, and the date. This type of referencing should be reserved for genuine research purposes, and not used as a fall-back for something you half-remember your tutor saying to you!

**First and subsequent reference:**
Personal communication from Dr Pearsall, 14 April 2010 OR
Email communication from Dr Lowry, 14 April 2010 OR
Interview with Mrs Smith, 14 April 2010 OR
Interview with Mrs S, 14 April 2010 [if confidential]

Such types of sources are rarely listed in bibliographies, unless interviews form an important part of the source base for the paper/project, in which case they are listed separately from other published works in the bibliography. In such cases, consult your tutor or supervisor for the project.

**Lecture notes**

It is always best to find the original source of information you get from lecture notes. Your tutor will either have provided this on the handout/PowerPoint slide, or should be able to provide you with it afterwards. *If your tutor agrees to permit the citation of lecture materials*, such as lecture slides or handouts, you should do this as follows:

“Introduction to Theories of Fascism,” Lecture notes, *The Age of Revolutions*, Dr K. Watson, 04 April 2010

As with private communications, this type of source is not typically included in a bibliography.

**Finally: Referencing; a quick reference guide**

These guidelines may look daunting, but they will help you when you come to write your essays. They will also be supported by tutors in preparation for assignments. You will quickly learn when you need a footnote reference, but don’t worry if you have a few wrong attempts at first.

In brief, you should:

- Provide all the information necessary for a reader to trace your source the first time you cite it.
- After that, provide only the shortened information.
- Use a footnote/endnote every time you quote someone directly, OR when you cite an idea or theory which is associated with a historian.
• You can put references to several works in one note – and usually save them for the end of a sentence. You will see this done frequently in the books and articles you read. Consolidating your references in this way means you don’t have footnote numbers breaking up the flow of a single sentence.
• If you have several references in one note, separate each with a semi colon. For example: O’Hara, “Who’s Counting?”; Landis, Bandits, 65-99.

Finally, be consistent. There are many, many styles of citation out there, but each one represents a consistent and systematic method for presenting evidence. In order to simplify things for you, we have a single system that we adhere to in the History Department. But when you read scholarly articles and books, you will discover other systems, too. You should not permit this to confuse you, however. Ultimately, historians (and other scholars, particularly in the Humanities) love footnotes precisely because publicly available evidence is absolutely vital to the scholarship we produce and the teaching we deliver. Because we hold historical evidence so dear, we value the manner in which it is presented. And nothing looks worse than the sloppy presentation of evidence, for it raises the suspicion that the author has a sloppy approach to historical evidence (i.e. research) more generally.

So take referencing seriously from the beginning, eventually making the style and conventions described here second nature to you, and you will be one step closer to thinking like a historian!
Appendix: Glossary for referencing:

These are some terms you may come across in references in your reading. You can use them in your own references if you wish:

*Ibid.*, means ‘the same as the above’. It can refer to a whole reference (you may need a new page number), or just to the author, followed by a different work. It only refers to the immediately preceding note.


*et al.*, means “and others”. See ‘books with more than two authors’, above

*Op. cit.* and *Idem.* are other terms you may see. We would prefer you did not use these in footnotes/endnotes as they become very confusing for the reader.