

The **Traditional footnoting system** provides within the text superscripted numerals that direct the reader to references at the bottom of the page. A bibliography is also provided with this system.

When to footnote

You should indicate the source of quotations, information, ideas or interpretation in a footnote. In the case of information, only **substantial** information or possibly contentious statements of fact need to be documented. For example, the following three sentences would **not** normally require footnotes.

- (a) Louis IX, also known as St Louis, succeeded to the French throne in 1226.
- (b) The First Fleet arrived at Botany Bay in January 1788.
- (c) Menander's plays are the sole surviving exemplars of New Comedy.

Footnotes are normally needed for statements such as the following.

- (a) Despite Louis IX's victory at Mansourah, the death of Robert of Artois and the losses suffered by Robert's forces in the streets of the town ensured that any further advance along the Nile would be impossible.
- (b) The First Fleet carried 736 convicts, 188 of whom were female.
- (c) In contrast to Aristophanes' fantasy comedies, Menander's are grounded in realism – a feature for which ancient commentators admired him greatly.

How to footnote

When you need to supply a footnote you should insert a superscripted numeral (i.e. above the line) **at the end of the relevant clause or sentence** after the punctuation mark. Place the numbered footnote at the foot of the page and number consecutively throughout the essay. Do not use endnotes.

A footnote begins with a capital letter and ends with a full stop. Book titles should be cited as they appear on the title page, not on the front cover or dust jacket of the text. The first letters of major words are always capitalized in book titles despite the possible use of lower case on the title page. With articles, chapters in edited books and unpublished theses (see footnotes 20 and 21 below), lower case is used except for proper nouns.

References to books

The first reference to a book will contain the author's initials or forenames (depending upon how the name is presented on the title page), author's surname, the book title underlined **or** italicized (but not both), the city or town of publication, date of publication and the page or pages to which you are referring. Where ambiguity is possible with referencing the place of publication, it is sometimes desirable to include American States (e.g. Cambridge Mass.). There is no need to include the name of the publisher as this is contained in the bibliography. Pay particular attention to punctuation as outlined in the examples that follow and to the order of presentation; the author's initials or forenames come before the surname in footnotes, not after.

In 2, the fact that there are three volumes is indicated immediately before the place of publication. The volume is indicated by small Roman type.

In 3, the edition number is indicated immediately after the title.

In 4, the reference is to a later edition of a multi-volumed work. The edition number appears first followed by the number of volumes.

1. Richard Vaughan, *Philip the Bold*, London, 1962, p. 230.
2. Steven Runciman, *A History of the Crusades*, 3 vols, Cambridge, 1951–54, i, p. 23.
3. Norman Cohn, *The Pursuit of the Millennium*, 2nd edn, New York, 1970, p. 17.
4. Sir Frederick Pollock and Frederic William Maitland, *The History of English Law*, 2nd edn, 2 vols, Cambridge, 1898, ii, p. 617.
5. Joel T. Rosenthal, *The Purchase of Paradise*, London, 1972, p. 85.
6. R.C. Smail, *Crusading Warfare (1097–1193)*, Cambridge, 1956, p. 209.

References to articles and chapters in edited books

If you are citing from a book consisting of separate articles the following format is used. The article or chapter title is provided in Roman type in single inverted commas, while the book title is italicized. Article and chapter titles are in lower case except for proper nouns.

In 7, you could have placed the editor before the title of the book, thus: ... in Rowena E. Archer (ed.), *Crown, Government ...*

7. Joel T. Rosenthal, 'When did you last see your grandfather?', in *Crown, Government and People in the Fifteenth Century*, ed. Rowena E. Archer, Stroud, 1995, p. 229.

References to journals and periodicals

The first reference to a journal article will contain the author's initials or forenames, author's surname, article title in lower case and enclosed in single inverted commas, journal title underlined or italicized (but not both), volume number, year of publication and page reference. Article titles are in lower case except for proper nouns.

As shown in 9, it is possible to abbreviate the titles of journals, in this case the *Journal of Roman Studies* to *JRS*, where the abbreviation is well known.

8. Francis Oakley, 'Pierre d'Ailly and papal infallibility', *Medieval Studies*, 26, 1964, pp. 354–55.
9. Sander M. Goldberg, 'Plautus on the Palatine', *JRS*, 88, 1998, p. 12.

References to web pages

As with all other references, the purpose is to provide the reader with sufficient information to enable access to the web site. You should therefore indicate in the reference what you looked at, its web address and when you accessed the site. Web references should look like footnotes 10 and 11. It is preferable to isolate the web address in angle brackets to separate it from the footnote's punctuation.

10. A.M. Sellar (trans.), *Bede's Ecclesiastical History of England*, London, 1907, Book 1, chap. v (unpaginated), in Christian Classics Ethereal Library, <<http://www.ccel.org/b/bede/history/htm/v.vi.htm>>, accessed 13 September, 2002.
11. 'Eureka', revised February 1999, <<http://www.amol.org.au/eureka/gallery1/index.htm>>, accessed 27 September, 2002.

References to audio and multimedia works

For film, video, sound recordings and CD-ROMs, include the director/author (if available), title, format, city or town of recording, date of recording and any special credits.

12. Peter Weir (director), *Gallipoli* (video recording), Sydney, 1981.
13. *Frontier: Stories from White Australia's Forgotten War* (CD-ROM), Sydney, 1997.

References to UNE teaching material

Sometimes you may wish to refer to material that has been reproduced in your study guide or resource booklet. You should indicate the nature of the material, its original source, if provided, and where you accessed it as follows.

14. John Calvin, *Institutes of the Christian Religion*, reproduced in 'Social and religious dissent, 1381–1559', History 110 Study Guide 1, Armidale, 1989, p. 79.
15. Alistair Thomson, 'A past you can live with: digger memories and the Anzac legend', *Oral History Association of Australia*, 13, 1991, p. 13, reproduced in 'Australians through two centuries', History 154 Resource Materials–Book 2, Armidale, 2001, p. 28.

Continued references to the same work

Were our next reference to Runciman, it is not necessary to repeat all the bibliographical details as these have already been provided at footnote 2. This information is replaced by a shortened form of the title as follows.

In 16, you still need to indicate the volume number.

In 17, the abbreviated title of the journal article is not italicized.

16. Runciman, *Crusades*, i, p. 23.

17. Goldberg, 'Plautus', p. 7.

If one footnote **immediately following another** refers to the same work the whole reference may be abbreviated by the use of *ibid.* [*ibid.* is short for *ibidem*, Latin for 'in the same place']. For example, if note 18 refers again to Goldberg's article, the footnote will appear thus:

Ibid. should be italicized or underlined (but not both).

18. *Ibid.*, p. 16.

Ibid. can refer only to the immediately preceding reference. Also, see note 25 below. *Ibid.* is not used with the author's surname.

Here are further examples encompassing the use of *ibid.*, short titles, unpublished theses, the Bible and newspapers.

More than one work may be cited in a single footnote, as in 24, where the order of citation is determined alphabetically according to authors' surnames. Semi-colons are used to separate each of the three references.

In 25, you cannot use *ibid.* as this fails to distinguish between the three works cited in the previous reference.

For biblical references, simply provide the book in Roman type (not italics) as in 28. It is not usual to include the Bible or dictionaries in your bibliography.

When primary and secondary sources are cited in a single footnote, as in 29, it is conventional to place the primary source first.

19. Rosenthal, *Purchase of Paradise*, p. 92.

20. Michael J. Belcher, 'The child in New South Wales society: 1820–1837', Ph.D. thesis, University of New England, Armidale, 1982, p. 168.

21. Rosenthal, 'When did you last see your grandfather?', p. 229.

22. *Ibid.*, p. 230.

23. Rosenthal, *Purchase of Paradise*, p. 93.

24. Belcher, 'The child', p. 207; Cohn, *Millennium*, p. 25; Vaughan, *Philip*, p. 17.

25. Vaughan, *Philip*, p. 28.

26. *Sydney Morning Herald*, 25 June, 2002, p. 12.

27. Adam Sage, 'The little corner of France that is forever Spanish', *The Times*, 6 September, 2002, p. 20.

28. John iii, 16.

29. Sellar, *Bede's History*, Book 1, chap. iv; Oakley, 'Pierre d'Ailly', p. 357.

Note: With English-language newspapers, only *The Times* of London and *The Economist* take the definite article. Foreign-language newspapers, such as *Le Monde* and *Der Spiegel*, retain their definite articles. References to news items may simply provide the name of the newspaper and the date of issue but it is recommended that you also supply a page reference as this makes it easier and quicker for the reader to locate the source (see footnote 26). Articles (signed or unsigned) may be presented as in footnote 27.

Do not let footnotes become vehicles for additional comments of substance. If the point is important it should be included in the body of the essay. If not, it should be excluded altogether.

Bibliographies for history essays should be divided into primary and secondary sources.

The placing of Peter Weir's movie among the primary sources indicates that it was used to make a point about movies. Had it been used to make a point about the Gallipoli campaign it would have been placed among the secondary sources.

Indenting subsequent lines makes it easier for the reader to see each new entry.

The corporate identity of publishers (such as Company, Limited, Incorporated, Propriety, Group) is never included.

Ensure that your citation refers to the place of publication and not to the place of printing.

Bibliography

A bibliography is a list of all works used to write the essay. It is arranged alphabetically according to author's name. Therefore, whereas you placed the forenames or initials first in the footnote, in the bibliography the surname will come first. Also, unlike in the footnote, the bibliography includes the name of the publisher. Using the works already cited above, we end up with the following bibliography.

A. Primary sources

Calvin, John *Institutes of the Christian Religion*, reproduced in 'Social and religious dissent, 1381–1559', UNE History 110 Study Guide 1, Armidale, 1989, pp. 79–81.

Sellar, A. M. (trans.) *Bede's Ecclesiastical History of England*, London, 1907, in Christian Classics Ethereal Library, <<http://www.ccel.org/b/bede/history/htm/v.vi.htm>>, accessed 13 September, 2002.

Sydney Morning Herald.

The Times.

Weir, Peter (director) *Gallipoli* (video recording), Sydney, Associated R and R Films, 1981.

B. Secondary sources

Belcher, Michael J. 'The child in New South Wales society: 1820–1837', Ph.D. thesis, University of New England, Armidale, 1982.

Cohn, Norman *The Pursuit of the Millennium*, 2nd edn, New York, O.U.P., 1970.

'Eureka', Ballarat Fine Art Gallery and University of Ballarat, revised February 1999, <<http://www.amol.org.au/eureka/gallery1/index.htm>>, accessed 27 September, 2002.

Frontier: Stories from White Australia's Forgotten War (CD-ROM), Sydney, Australian Broadcasting Corporation, 1997.

Goldberg, Sander M. 'Plautus on the Palatine', *Journal of Roman Studies*, 88, 1998, pp. 1–20.

Oakley, Francis 'Pierre d'Ailly and papal infallibility', *Medieval Studies*, 26, 1964, pp. 353–58.

Pollock, Sir Frederick and Maitland, Frederic William *The History of English Law*, 2nd edn, 2 vols, Cambridge, C.U.P., 1898.

Rosenthal, Joel T. *The Purchase of Paradise*, London, Routledge and Kegan Paul, 1972.

Rosenthal, Joel T. 'When did you last see your grandfather?', in *Crown, Government and People in the Fifteenth Century*, ed. Rowena E. Archer, Stroud, Alan Sutton, 1995, pp. 223–44.

Runciman, Steven *A History of the Crusades*, 3 vols, Cambridge, C.U.P., 1951–54.

Smail, R.C. *Crusading Warfare (1097–1193)*, Cambridge, C.U.P., 1956.

Thomson, Alistair 'A past you can live with: digger memories and the Anzac legend', *Oral History Association of Australia*, 13, 1991, pp. 12–18, reproduced in 'Australians through two centuries', UNE History 154 Resource Materials—Book 2, Armidale 2001, pp. 27–33.

Vaughan, Richard *Philip the Bold*, London, Longman, 1962.

Encouragement

The Traditional system of documentation may seem complicated at first but it soon falls into place. Once you have applied the system in a few essays, its use will become second nature to you.

Further information

The Academic Skills Office has a range of fact sheets which answer the most frequently asked questions about academic skills, including avoiding plagiarism, style and assignment writing. The fact sheets are available from the Academic Skills Office or they can be downloaded from <<http://www.une.edu.au/aso>>.