

# Using quotes (the footnoting system)

In the Footnoting system of referencing, a raised numeral in the text corresponds to a footnote (a note at the bottom of the same page).

Footnote numbers should be placed at the end of a sentence or clause, **after** any punctuation marks.

## Direct Quotes

If the quote is less than about thirty words, or not more than three lines, use **single inverted commas** and include the quote in the text.

The relationship between the individual and the community has always concerned American writers and 'is strongly linked with the lack of cultural tradition and over-anxiety for cohesion.'<sup>1</sup>

## Longer Direct Quotes

Longer direct quotes (more than 30 words or three lines) are indented and *no* quotation marks are used. As well, spacing is reduced.

Calder observes that life in the mining camps of Montana:  
was often a hand to mouth existence. Just keeping alive, assuming you avoided the bullets, could be an expensive business. Basic foodstuffs, flour, coffee, sugar, were catastrophically expensive, as the mining camps were in full swing long before effective systems of bulk transportation were in operation.<sup>1</sup>

**Use a *colon* before a longer direct quote.**

## Indirect Quotes

If you use your own words to express the ideas or opinions of other writers, or you have summarised the work of another author using your own words, the result is an **indirect quote**, which must still be referenced. Indirect quotes are included in the text and inverted commas are not used.

## Quotes within Quotes

For quotes within quotes, use double inverted commas.

## Footnote reference

Study the following examples carefully.

### 1. A book with a single author

J. Calder, *There Must be a Lone Ranger: The Myth and Reality of the American Wild West*, London, 1976, p. 58.

### 2. An article/chapter in a book

F. Moorhead, 'Equal writes', in *Killing Women: Rewriting Detective Fiction*, ed. D. Bird, Sydney, 1993, p. 101.

### 3. A journal article

F. Marenco, 'The rise and fall of irony', *World Literature Today*, 71, 2, 1997, p. 305.

### 4. A World Wide Web Page

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

R. Harris, Evaluating Internet Research Sources,  
[http://www.sccu.edu.edu/faculty/R\\_Harris/evalu8it.htm](http://www.sccu.edu.edu/faculty/R_Harris/evalu8it.htm) accessed 10 October 1999.

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.

If the site has been updated, include a revision date. If there is no specified author, begin with title.

'Eureka', revised February 1999,  
<<http://www.amol.org.au/eureka/gallery1/index.htm>>, accessed 27 September, 2002.

## Capitalisation

*Maximal Capitalisation* — Use capitals for the first word of the title, each major word in the title, each major word in the subtitle.

Gangland: Cultural Elites and the New Generationism

*Minimal Capitalisation* — Use capitals for the first word of the title, proper names and the first word of the subtitle.

Gangland: Cultural elites and the new generationism

For titles and subtitles of books use maximal capitalisation.

Use minimal capitalisation for titles of journal articles, short stories or chapters of books.

### Reference immediately following is to the same work.

1. J. Calder, *There Must be a Lone Ranger: The Myth and Reality of the American Wild West*, London, 1976, p. 58.
- 2 *Ibid.*, p. 147.

**(Ibid. = *ibidem* = in the same work as the previous)**

### Reference to a work already cited, but not immediately before.

1. J. Calder, *There Must be a Lone Ranger: The Myth and Reality of the American Wild West*, London, 1976, p. 58.
2. *Ibid.*, p. 147.
3. D.H. Donald, *Lincoln*, London, 1996, p. 320.
4. Calder, *There Must be*, p. 219.

For more detailed information about using the Footnoting system, see the fact sheet 'Footnoting'.