This fact sheet provides a comprehensive beginner’s guide to the Traditional Footnoting System as required by the discipline of History. General rules for authors, dates and editions apply to all sources of information including print, media and Internet sources. The Traditional Footnoting System requires that the footnote numerals be placed at the end of the sentence, directly after the full stop. The superscripted numerals direct the reader to references at the bottom of the page. At the end of the essay, a bibliography includes all texts cited in the essay and all sources that have influenced your thinking on the essay.

**When to footnote**

When writing an essay, a report, or any other kind of academic work you must provide a reference when you:

- quote directly from another work
- paraphrase or summarise points made in another work
- use material of any kind (e.g. a theory, an idea, a statistic or other data, an argument, an interpretation, a diagram, a table) from another work.

You must use references not only to give appropriate credit to the work of others but also to provide information to the marker where your arguments and evidence are coming from.

**How to footnote** (Do NOT use endnotes.)

When you need to footnote, you should insert a superscripted numeral (use the Word tool: > INSERT > FOOTNOTE) at the end of the sentence after the full stop. Word then automatically places that footnote number at the foot of the page and continues to number consecutively throughout the essay. A footnote begins with a capital letter and ends with a full stop. Align the footnote text vertically on the left-hand side as shown in the example below. This then separates the footnote number from the text, making the footnotes more readable.

```
```

**More than one work may be cited in a single footnote**

You may show that the same information is supported in more than one source of information, so you put more than one author in a single footnote. The order of citation is alphabetical according to authors’ surnames. **Semicolons are used to separate each of the references.** However, it is conventional to place the primary source first when primary and secondary sources are cited in a single footnote, regardless of alphabetical order e.g.

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**Shortened form**

It is not necessary to repeat all the bibliographic details if these have already been provided in previous footnotes. This information is replaced by a shortened (5 words or less) form of the title e.g.

```
12. Runciman, *Crusades*, i, p. 39 (repeated shortened form)
```

**Ibid.** (Do NOT use other Latin terms e.g. *op. cit.*, *loc. cit.* or *passim.*)

If one footnote immediately following another refers to the same work, the whole reference may be abbreviated to *Ibid*. [Ibid. is short for *ibidem*, Latin for ‘in the same place’]. *Ibid.* is italicised (as is in Latin), begins with a capital letter, and is followed by a full stop if referring to the same page (e.g. 20) or by a comma and the page number if referring to a different page (e.g. 19).

```
19. Ibid., p. 7.
20. Ibid.
```

**The bibliography**

A bibliography is a list of all works used to write the essay. The bibliography of history essays is divided into **Primary and Secondary sources**. Each section is arranged alphabetically, so the surname will come first. See example on Page 10.
Variations in authors, dates, titles, editions and web addresses

Write author's name in full, beginning with first name.  
Use middle name initials if given.  
If no first names given, use provided initials with a full stop after each initial. |
| --- | --- |

Use 'and' between authors. |

| C. Three or more authors | First footnote 1. Ruth Weston, David Stanton, Lixia Qu and Grace Soriano, 'Australian families in transition', *Family Matters*, no. 60, Spring/Summer 2001, p. 12. |
Where there are multiple authors, cite all of the authors in full for the first time, and thereafter use the abbreviation et al., meaning 'and others'. et al. (in italics, end with full stop) |
| Second and further footnotes 6. Weston et al., 'Australian Families', p. 12. |

If an author's name cannot be located, use the term 'Anon.' (for 'Anonymous', use full stop for abbreviation) |

| E. Titles | 1. Published works require maximum capitals and italicisation which indicates formal publication. |
1. Titles of articles in published work (e.g. journal, edited book chapter) require minimum capitals, plain text and need to be placed within single inverted commas. |
3. Unpublished work requires minimum capitals, plain text within single inverted commas. |

For second, later editions or revised editions state the edition after the title. |
For multi-volume work, place the edition number first followed by the number of volumes. |

A person who determines the final content of a multi-authored book |
Place ed. (one editor) or eds (more than one editor) after the editor/s name in round brackets. |

Provide place and date of publication. Only include name of publisher in the bibliography reference. |
*N.B.:* Place is the name of the town or city where a book was published, not country or county, though where ambiguity is possible it is desirable to include American states such as Cambridge Mass. |


'un.' means no place of publication  
'un.d.' means 'no date' |

Use p. for single page, pp. for page spans. |
If no pages, write unpaginated in round brackets. |

Provide as much of the following as is available:  
author > title > publication details > page number or other locator (paragraph number) > a doi (e.g. 1) or stable URL (e.g. 2) or the website's homepage or search page (e.g. 3) > date you accessed the site.  
Do not underline the URL/doi and remove hyperlinks.  
If your information source has a doi, use this in preference to a URL. Note that the letters doi are later case, followed by a colon and no space.  
Avoid long strings in the URL (eprox) by providing only the root of the URL. Delete the expiry string. |

| L. Maximum capitals: Capitalise the first letter of every MAJOR word in the title—conjunctions, articles and short prepositions are not considered major words e.g. *Journal of Australian Colonial History*. |

| Minimum capitals: Capitalise only the first word, proper nouns (e.g. names of people, cultural groups, places), and first word after a question mark (?), a colon (:) or em dash (—) e.g. *Reading a sealed agricultural past: Hand tools and implements of husbandry, mixed farming and a colonial yeomanry in the antipodes*. |

| M. Acceptable abbreviations and contractions for words used in footnote referencing | abr. = abridged (as in abridged edition), anon. = anonymous, ch. = chapter, c. = column or circa (approximate date), edn = edition, ed. = editor, eds = editors, et al. = and others, fac. = facsimile (as in facsimile edition), Fig. = Figure, iss. = issue, ibid. = as immediately above, n.d. = not dated, n.p. = no place (of publication given), no. = number, p. = page, pp. = pages, pers. comm. = personal communication, rev. = revised (as in revised edition), vol. = volume, vols = volumes |

http://www.une.edu.au/current-students/resources/academic-skills/fact-sheets
Examples of referencing primary sources

Primary sources are the documents and other material produced by eyewitnesses to events, and history students in particular will be required to work with primary sources. There are many different types of primary sources.

| 1. Death certificates | Footnote | 1. Death Certificate of Rachel Jones, died 19 June 1890, Armidale Court House Death Register, 56/90.  
| | Bibliography | Armidale Court House Death Register, 56/90.  
| | Bibliography | State Records NSW, 20/6992.  
| 3. Wills | Footnote | 1. Will of Joseph Daly, died 14 October 1875, Supreme Court NSW, Ecclesiastical Jurisdiction, Series 2, No. 1912.  
| | | 2. Will of William C. Proctor, died 23 November, 1905, Supreme Court NSW, Probate Division, Series 4, No. 36309.  
| | Repeated | 6. Will of Joseph Daly, died 14 October 1875.  
| | Bibliography | Supreme Court NSW, Ecclesiastical Jurisdiction, Series 2, No. 1912.  
| 4. Gravesstones | Footnote | 1. Mary and William Harrison, died 19 September 1901 and 17 July 1920 respectively, grave marker epitaph, Sandgate Cemetery, Newcastle, NSW, Roman Catholic 1 portion, section L.COM, lot 113, recorded by author, 17 August 2014.  
| | Bibliography | Harrison, Mary and William died 19 September 1901 and 17 July 1920 respectively, grave marker epitaph, Sandgate Cemetery, Newcastle, NSW, Roman Catholic 1 portion, section L.COM, lot 113, recorded by author, 17 August 2014.  
| | | 2. Certificate of Title issued to the City Bank of Sydney, 5 October 1917, Land Titles Office of New South Wales, vol. 2970, folio 191.  
| | Bibliography | Land Titles Office of New South Wales, Book 84, No. 610.  
| | Repeated | The Hon. W. Haigh, Second Reading Speech, NSW Heritage Bill.  
| 7. Legislation | Footnote | 1. Copyright Act 1968 (Cwlth).  
| | | 3. Customs (Prohibited Imports) Regulations 1956 (Cwlth).  
| | | 4. Regulation of Genetic Material Bill 2000 (Cwlth).  
| | | 5. Copyright Act 1968 (Cwlth), Part IV.  
| | | 6. Copyright Act 1968 (Cwlth), Part IV, s. 4.  
| | | 7. Copyright Act 1968 (Cwlth), Part IV, s. 4-7.  
| | | 8. Customs (Prohibited Imports) Regulations 1956 (Cwlth), r. 2.  
| | | 9. Airlines Equipment Amendment Act 1982 (Cwlth), s. 19 (1) a (ii).  
| | | 10. Public Service Regulations 1999 (Cwlth), r. 83 (2) (a) (ii).  
| | Repeated | SAME AS FOOTNOTE  
| | Bibliography | Airlines Equipment Amendment Act 1981 (Cwlth).  
| | NOTE: Legislation is fully referenced in footnotes, but seldom required in the Bibliography. If required, include under a separate title in primary sources section of a bibliography.  

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http://www.une.edu.au/current-students/resources/academic-skills/fact-sheets
### 8. Government publications
The Votes and Proceedings of Parliament can be a very valuable source of information for historians.

**Title**: Describe the document topic fully (minimum capitals/single inverted commas) followed by the title of the publication (maximum capitals, italics). If the document type is not clear in the title, place a short descriptor after the title in round brackets e.g. (annual report, return to an order, report, petition).

**Details**: Session of parliament, volume number, place of publication, publisher, publication date and page numbers.

**Footnote**

**Bibliography**

### 9. Maps & plans

**Title**: Describe the map or plan in terms of town, parish, county, etc. Give an edition number, date and State (if available).

**Provenance**: Give the State government department or council from which the map originally came (private maps have no provenance).

**Repository**: State where currently held (provenance and repository may be the same).

**Footnote**
2. Plan of the Town of Armidale, County of Sandon, Lands Department, 1866, NSWSR, 10695.
3. Plan of Armidale, New England 1849, Surveyor General’s Department, copy held in University of New England Heritage Centre.
4. Armidale Cemetery, 30 January 1968 Armidale City Council, copy held in the University of New England Heritage Centre.
5. Plan of Survey of portion 523 Parish of Armidale, Lands Department, December 1864, S 236-1660.
6. Subdivision of part of Section 35, town of Armidale, for sale 10 January 1891, Mitchell Library Subdivision Plans.

**Bibliography**
Mitchell Library Parish Maps.

### 10. Letters, emails, facsimiles & telegrams

**Author & Recipient**: State names of the author and the recipient as fully as possible.

**Form**: e.g. letter, telegram, facsimile, email.

**Date**: Give date of the letter or state as much detail as you can (e.g. 5 & e.g. 8).

**Provenance**: State the original government department and the branch. Provide number of the box which contains the letter and the number given to the letter.

**Repository**: State the current owner of the letter.

**Footnote**
2. J. S. Moffatt to Henry Brewer, letter, 11 June 1879, copy held in the University of New England Heritage Centre, Personalities File (Moffatt).
3. Duncan McKay to Eleanor Hubbard, 3 March 1902, original held by Mrs Ruby Schulz, 395 Allingham Street, Armidale, NSW.
4. Kate Brown to her husband, letter, August 1857, original held in the University of New England Heritage Centre.
5. George Haase to Emily Haase, letter, n.d., original held in author’s possession.
6. H. A. Thomas to the Honourable the Minister for Lands, letter, 8 August 1867, Lands Department, Alienation Branch, Letters Received 67/6514, NSWSR, 10/34846.
7. Andrew Piper to Joanne Smith, email, 22 July 1997, copy of original in author’s possession.
8. B. A. Rogers to H. Rogers, facsimile, 22 March 2002, original held in author’s possession.
9. Barbara Piper to Susan Raimann, telegram, 1 May 2005, original held by Susan Raimann, 18 Cambridge Road, Hobart, Tasmania.

**Bibliography**
White to Gould, letter, 10 August 1886.

### 11. Autobiography

**Treat as a book – see item 29 on p. 7**

**Footnote**

**Bibliography**

### 12. Diaries

**Author**: Identify the diary entry by date with the author’s name.

**Repository**: State where the diary is held or the current private owner of the diary.

**Footnote**
1. May Morse Diary, diary entry, 8 August 1902, original held by Mrs Margaret Johnstone (nee Morse), 9 College Avenue, Armidale, NSW.
2. Morse Diary, 8 August 1902.

**Bibliography**
May Morse Diary, original held by Mrs Margaret Johnstone (nee Morse), 9 College Avenue, Armidale, NSW.

### 13. Oral histories

**Author**: Give the name of the person interviewed, relevance (e.g. 3-4) followed by the interviewer.

**Media**: Provide the means used for recording the interview (if available).

**Place & date**: State where and when the interview took place (if available).

**Repository**: Include the place where the recording is held and an identifying number if the recording belongs to a specific collection.

**Permissions**: Obtain the permission of the person as this is ethically important.

**Footnote**
1. Amos Porter, interview by Ron Maguire, tape recording, Newholme, 12 December 1990, in author’s possession.
2. E. Perrott, interview by John Harris, tape recording, December 1982, University of New England Heritage Centre.

**Bibliography**
Porter, Amos interview by Ron Maguire, tape recording, Newholme, 12 December 1990, in author’s possession.

Perrott, E. interview by John Harris, tape recording, December 1982, University of New England Heritage Centre.
Bibliography | Browne, Brian former Director Elmonton Nursing Home, pers. comm., telephone conversation, 16 April 1998. |
Bibliography | DO NOT INCLUDE REFERENCE IN BIBLIOGRAPHY |
 3. Owens family, photograph, n.d., original held by Mrs Jessie Owens, 482 Niagara Street, Armidale.  
 4. Panoramic View of Armidale, photograph, 1868 attributed.  
 5. Proctor, photograph, n.d..  
 7. Proctor, photograph, n.d..  
Bibliography | Panoramic View of Armidale, photograph, 1868 attributed, University of New England Heritage Centre, hanging on western wall.  
| 17. Sacred texts | Footnote | 1. The Bible, Matthew 7:17, King James version.  
 2. The Koran, B6.5-10, Hilali-Khan translation.  
Repeated | SAME AS FOOTNOTE  
Bibliography | The Bible, King James version.  
 3. The Koran, Hilali-Khan translation. |
 6. Livy, *From the Founding of the City*.  
 7. Livy *Ab Urbe Condita*.  
 13. Livy *Ab Urbe Condita*.  
 16. Livy, *From the Founding of the City*. |
Bibliography | Livy, *From the Founding of the City*.  
 17. Livy *Ab Urbe Condita*.  
Repeated | SAME AS FOOTNOTE |
 3. Moin, 'The mentor'.  
 4. Hopkins, ‘Capital and labor issues’.  
Repeated | 5. Moin, 'The mentor'.  
 6. Hopkins, 'Capital and labor issues'.  
Bibliography | *Sydney Morning Herald*.  
Examples of referencing secondary sources

Secondary sources are the mass of published materials that interpret, evaluate, or analyse the evidence derived from primary sources. As such, secondary sources are at least one step removed from their subject. There are many different types of secondary sources and these examples may cite, quote or reproduce information from primary sources.

<table>
<thead>
<tr>
<th>28. Social media</th>
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</thead>
<tbody>
<tr>
<td>(a) blogs e.g. footnote 1</td>
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<tr>
<td>(b) wikis e.g. footnote 2</td>
</tr>
<tr>
<td>(c) blog comments e.g. footnote 3</td>
</tr>
<tr>
<td>(d) unit forums e.g. footnote 4</td>
</tr>
<tr>
<td>(a) blog &gt; author of post in italics &gt; title of the work posted followed by a description &gt; date originally produced &gt; name of the blog in italics &gt; title given to the blog by the blogger &gt; blog web address &gt; date accessed by you.</td>
</tr>
<tr>
<td>(b) wiki &gt; author of post in italics &gt; title of the post &gt; name of the host in italics &gt; host of the wiki &gt; date of posting &gt; wiki web address &gt; date accessed by you.</td>
</tr>
<tr>
<td>(c) blog comment &gt; author of post in italics &gt; title of the posting commented on &gt; name of the host in italics &gt; date of posting &gt; web address &gt; date accessed by you.</td>
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<tr>
<td>(d) unit forums &gt; author of post in italics followed by the name of the person to who made the initial posting &gt; title of the posting &gt; title of the forum &gt; name of the unit in italics &gt; name of institution &gt; date of posting.</td>
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<tr>
<td>6. Ar rid, ‘This hypothesis’.</td>
</tr>
<tr>
<td>9. Sam, comment posted on ‘Mori tor Culture’.</td>
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<tr>
<td>16. Piper, response to Finlay.</td>
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<th>Bibliography</th>
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**NOTE 1:** Wikis and blogs provide inconsistent referencing details. The important thing is to provide as much detail as possible to allow another researcher to find the source.

**NOTE 2:** Wikipedia is not an appropriate academic source, except when you are writing about Wikipedia itself.

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**Examples of referencing secondary sources**

Secondary sources are the mass of published materials that interpret, evaluate, or analyse the evidence derived from primary sources. As such, secondary sources are at least one step removed from their subject. There are many different types of secondary sources and these examples may cite, quote or reproduce information from primary sources.

29. Books  
(a) Footnote  
(b) Footnote  
(c) Footnote  
(bib) Footnote  
(bib) Footnote  

**NOTE:** Book titles should be cited as they appear on the title page, not on the front cover or dust jacket of the text. Use maximum capitals for the book title, despite the possible use of lower case on the title page.

30. Website pages  
(a) Footnote  

31. Journal articles
(a) Article in a journal (print)

<table>
<thead>
<tr>
<th>Author</th>
<th>Title</th>
<th>Publication details</th>
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(b) Article in an online journal

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<th>Author</th>
<th>Title</th>
<th>DOI/URL</th>
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<td>Horton, 'Abortion', p. 10.</td>
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32. Chapters in edited books

<table>
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<th>Author</th>
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33. Unpublished reports

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<th>Author</th>
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<th>DOI/URL</th>
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34. Dissertations & theses

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<th>Author</th>
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35. Conferences, seminars and lectures

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<th>Author</th>
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36. Reading on eReserve (Dixon Library)

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<th>DOI/URL</th>
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37. Encyclopaedias

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<tbody>
<tr>
<td>Repeated</td>
<td>Horton, 'Abortion', p. 10.</td>
<td></td>
</tr>
</tbody>
</table>
38. Unit topic notes & lectures
If you use a quote or an idea that you have taken from your lectures or unit topic notes, then you must acknowledge this source of information.

2. Erin Ihde, ‘Populate or perish’, lecture, HIST151: Modern Australia, School of Humanities, University of New England, NSW, 2 September 2014.  

11. Ihde, ‘Populate or perish’.  

| Bibliography | Piper, Andrew 'Topic 8: Cities & city life', topic notes, HIST150: Colonial Australia, School of Humanities, University of New England, NSW, trimer 1, 2014.  
Ihde, Erin 'Populate or perish', lecture, HIST150: Modern Australia, School of Humanities, University of New England, NSW, 2 September 2014. |

39. Podcasts/Vodcasts

- **Podcast**: a lecture or seminar that is audio only (e.g. 1).
- **Vodcast**: a lecture or seminar that is BOTH audio and video that can include powerpoint slides (e.g. 2).


| Repeated | Weeks, 'The quest for copper'.  
Holman, 'Britishness and airmindedness'.  


40. Quoted in/cited in/reproduced in

- **e.g. 1. 'Quoted in'** means you are either quoting or paraphrasing from a quote in the source you are reading.  
Original source: > original author of work > title of work in italics > details of publisher, year > page > quote in the author of the work you read > title/s > details.  

- **e.g. 2. 'Cited in'** means that you are using an idea cited in (but not quoted) in the source you are reading.  
Original source: > original author of work > title of work in italics > details of publisher, year > page > cited in the author of the work you read > title/s > details.  

- **e.g. 3. Reproduced in means that the author copied a substantial document e.g. letter, diary entry, song, poem.**  
Original source: > original author of work > title of work in italics > details of publisher, year > page > reproduced in the author of the work you read > title/s > details.  

- **Bibliography**: Only cite the actual source that you read.


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http://www.une.edu.au/current-students/resources/academic-skills/fact-sheets
A bibliography is a list of all works used to write the essay, not just those cited in the essay. It is arranged alphabetically according to the first author’s surname. Whereas you placed the first names 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. The following is an example of a bibliography for the discipline of History.

**Bibliography**

**Primary sources**

**Argus** (Melbourne).


*Sydney Morning Herald*.

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

**Secondary sources**


**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.