

History Programme

Referencing Guide

When writing essays or assignments, it is important to acknowledge the sources you have used – this is called referencing. Providing references tells your reader where the information you used to write your essay or assignment comes from. Referencing distinguishes writing based on *scholarly research* from fiction, journalism, and opinion pieces.

At university level, you are doing scholarly work, which requires you to engage with work written by academic scholars – such work is referred to as ‘secondary sources’. Facts and information (unless they are common knowledge), ideas, and arguments that you draw from someone else’s work in your written assignments must all be referenced.

Different disciplines use different styles of referencing. Historians prefer to reference sources in **footnotes**, which are placed at the bottom of the relevant page. Footnotes are used in combination with a **bibliography**, which comes at the end of your work and is a complete list of the sources you have used when preparing your essay or assignment.

If you do not acknowledge where your information has come from, your work will lose its academic integrity, and may be open to the charge of academic dishonesty – or plagiarism. This is why, if you do not include references, your grade could be penalised: **essays without footnote references or without a bibliography may be penalised by up to 10%. Essays lacking both footnotes and a bibliography may be penalised by up to 20%.**

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How to format your footnotes and bibliography

The History Programme follows the referencing rules laid out in the *Chicago Manual of Style*. The following pages give detailed information and examples about how to format your references correctly. This covers footnotes, the bibliography, and working with both primary and secondary sources.

You can also find further advice on referencing at

https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html

Footnotes

When writing your essay or assignment, whenever you need to acknowledge (or ‘cite’) any information that has come from another source, you should insert a footnote.

Footnotes should be:

- inserted *after* punctuation (such as a full stop, comma or brackets), and preferably at the *end of a sentence* to reduce visual ‘clutter’ in the middle of a sentence

- entered only once at the end of a sentence, and not in multiple (such as ¹²³). A single note can contain more than one citation, separated by a semi-colon (;).
- numbered consecutively throughout the essay: e.g. 1, 2, 3 22, 23, 24

How to enter footnotes automatically in Microsoft WORD:

- Place the cursor at the end of the sentence → in the top horizontal tab select 'References' then 'Insert Footnote' [also marked as ab¹] → this will enter a number in superscript at the end of the sentence, and the cursor will drop automatically to a field at the bottom of the page → enter the appropriate text for the source that relates to that sentence.
- If you double-click on the superscript number, your cursor will also drop down to the footnote where you can edit the text as needed

Aim for each of your paragraphs to have at least 1-2 footnotes. You should insert references for all the following things:

- Arguments and ideas which you borrow from someone else's work
- Direct quotations
- Information which is not well known, might be contentious, or a reader might want to verify
- Statistics, data, and legislation
- Visual sources such as photographs and maps
- Material drawn from primary sources like diary entries, letters, and parliamentary debates.

Footnotes must include the specific page number of the book/article/chapter your information has come from. The aim is to make sure someone else can find the information or source you have used.

Bibliography

At the end of your essay, you must include a list of all the books, articles, and chapters you have cited, and any additional sources that contributed significantly to your work. This list is your bibliography. Generally, if a source is not referenced in your footnotes, you should not include it in your bibliography.

A bibliography:

- Is organised alphabetically, by author surname (this is why in the bibliography, unlike footnotes, the surname is placed first)
- Provides the full page range of individual sources (except books).
- (Generally) uses full stops instead of commas and brackets
- May be divided into sections according to type of source – e.g. primary sources, and secondary sources.

In a bibliography, primary sources should be listed before secondary sources. This guide covers secondary sources first though, as they are more common in undergraduate essays and assignments.

Read on to find out more about referencing primary and secondary sources. You will see that there are strict conventions about the format you use to present your sources. For example, book and journal titles are always presented in *italic* font, while article titles and chapter titles always appear within inverted commas (and not italics). This is essentially a code which allows a scholar to know exactly what type of source you are referring to. It is important to learn this code!

How to cite secondary sources

Books – sole and multi-authored monographs

An academic book is a detailed work on a particular topic, written by one or more experts. Where the entire book is written by the same author or authors, it is called a monograph. In History, the majority of monographs are written by one author.

First, here are examples of footnote format and bibliography format, so you can see the difference between the two styles.

Footnote reference:

- First name Last name of author, *Title of Book* (City/town of publication: Publisher, year of publication), page/s your information has come from.
- Example: Mark Seymour, *Emotional Arenas: Life, Love, and Death in 1870s Italy* (Oxford: Oxford University Press, 2020), 79.

Bibliography entry:

- Last name, First name. *Title of Book*. City/town of publication: Publisher, year.
- Seymour, Mark. *Emotional Arenas: Life, Love, and Death in 1870s Italy*. Oxford: Oxford University Press, 2020.

If a book has more than one author, list them all. For the bibliography, you only need to invert first and second name of the first author, e.g.

- McCarthy, Angela and Thomas Devine, *Tea & Empire: James Taylor in Victorian Ceylon*. Manchester: Manchester University Press, 2017.

For later editions of a book, note this after the title, e.g.

- *Title of Book*, Number ed.
- *A Concise History of New Zealand*, 2nd ed.

Books – edited volumes (chapters by different authors)

When the chapters are written by different scholars and the book is compiled by an editor, it is called an edited volume. Edited volumes can look like monographs, but they are a bit different.

In your footnote, reference the relevant chapter(s) (including its author and the specific page number your information has come from).

Footnote:

- First name Last name of author of chapter, ‘Title of Chapter’, in *Title of Book*, ed. Name of Editor/s (City/town of publication: Publisher, year of publication), page/s your information has come from.
- Brian Moloughney, ‘Pictures of Panyu: Images of China from the Canton Villages Mission’, in *Early New Zealand Photography: Images and Essays*, ed. Angela Wanhalla and Erika Wolf (Dunedin: University of Otago Press, 2011), 123.

In your bibliography, list the chapter under its author’s name and list the entire page range of the chapter. If more than one chapter is relevant, in your bibliography you should list each chapter you have referenced in your footnotes, and also list the entire book under the editor’s name.

Bibliography:

- Last name, First name. ‘Title of Chapter’. In *Title of Book*, edited by Name of Editor/s. City/town of publication: Publisher, year of publication, page range of chapter.
- Moloughney, Brian. ‘Pictures of Panyu: Images of China from the Canton Villages Mission’. In *Early New Zealand Photography: Images and Essays*, edited by Angela Wanhalla and Erika Wolf. Dunedin: University of Otago Press, 2011, 122-27.
- To cite the whole edited collection: Wanhalla, Angela and Erika Wolf (eds). *Early New Zealand Photography: Images and Essays*. Dunedin: University of Otago Press, 2011.

E-books

Often you will access books and book chapters through the e-copy via the library catalogue. Nonetheless, reference the text as you would a physical copy of the book, unless the book only appears in an electronic version. If no fixed page numbers are available in the e-book, state the chapter.

Journal Articles

A scholarly journal is a periodical publication containing articles by academic experts/scholars. Articles tend to be more specific and specialised than books and book chapters. As the journal itself is the publication, its title is italicised, while the title of the article should be put within quotation marks, like a chapter in an edited volume.

Footnote:

- First name Last name, 'Title of Article', *Title of Journal*, volume number, issue number (year of publication): page/s your information has come from.
- Takashi Shogimen, 'Rethinking Heresy as a Category of Analysis', *Journal of the American Academy of Religion*, vol. 88, no. 3 (2020): 727.
(Note that there are various ways of expressing the volume and issue number. This is our preferred approach but we will accept other formats).

Bibliography:

- Last name, First name. 'Title of Article'. *Title of Journal*, volume, issue (year): page range of the entire article.
- Shogimen, Takashi. 'Rethinking Heresy as a Category of Analysis'. *Journal of the American Academy of Religion*, vol. 88, no. 3 (2020): 726-748.

NOTE: Although journal articles are accessed online, the internet address (URL) is not included in footnotes.

Websites

Websites can be a good information source, but they are not usually subject to the rigorous checking that applies to scholarly publishing. Websites with domain suffixes such as .edu (educational institution) and .gov or .govt (government site) are sometimes considered to be more authoritative than more commercial websites.

In your references, include as much information as you can find, including the title of the webpage, the title of the website, and the URL.

Footnote:

- First name Last name of author (if listed), 'Title of webpage', *Title of Website*, date the page was last modified (or if this is not available, give the date you accessed the page), URL.
- Puna McConnell and Robin C. McConnell, 'Dictionary of New Zealand Biography: Hēnare, James Clendon Tau', *Te Ara: The Encyclopedia of New Zealand*, accessed 14 December 2021, <https://teara.govt.nz/en/biographies/5h15/henare-james-clendon-tau>.

Bibliography:

- Last name, First name. 'Title of webpage'. *Title of Website*, date of modification or access. URL.
- McConnell, Puna and Robin C. McConnell, 'Dictionary of New Zealand Biography: Hēnare, James Clendon Tau'. *Te Ara: The Encyclopedia of New Zealand*. Accessed 14 December 2021. <https://teara.govt.nz/en/biographies/5h15/henare-james-clendon-tau>.

Blogs or online articles

Blog posts are a popular form of online publishing. They are often used by academics and experts to present an argument or idea in a shorter, more public-facing and accessible format. However, blog posts should only be used sparingly and in a supporting role within an essay. Avoid citing blog posts without an identifiable author.

Footnote:

- Pippa Catterall, 'On statues and history: The dialogue between past and present in public space', 18 June 2020, *London School of Economics British Policy and Politics Blog*, accessed 14 February 2022, <https://blogs.lse.ac.uk/politicsandpolicy/statues-past-and-present/>.

Bibliography:

- Catterall, Pippa. 'On statues and history: The dialogue between past and present in public space'. 18 June 2020, *London School of Economics British Policy and Politics Blog*. Accessed 14 February 2022. <https://blogs.lse.ac.uk/politicsandpolicy/statues-past-and-present/>.

Theses/dissertations

Academic theses (sometimes called dissertations) present the research findings of university students at Honours, Masters, and PhD levels. Because a thesis is unpublished, its title is not italicised but appears within inverted commas. Otherwise, it should be formatted in much the same way as a book.

Footnote:

- Claire Macindoe, 'The Radio Doctor: Broadcasting health into the home. Assessing New Zealand's changing public health needs through the talks of Dr H. B. Turbott, 1943-1984' (PhD diss., University of Otago, 2021), 140.

Bibliography:

- Macindoe, Claire. 'The Radio Doctor: Broadcasting health into the home. Assessing New Zealand's changing public health needs through the talks of Dr H. B. Turbott, 1943-1984'. PhD diss., University of Otago, 2021.

Repeat citations (referencing the same source more than once)

The first time you refer to a source, you must give a full reference that includes all the details as outlined above. If you refer to that same source again later, subsequent references should contain only author surname, an abbreviated version of the title and the relevant page number/s.

For example:

¹ Angela McCarthy, *Migration, Ethnicity, and Madness: New Zealand, 1860-1910* (Dunedin: Otago University Press, 2015), 32.

² Miranda Johnson, 'Toward a Genealogy of the Researcher as Subject in Post/Decolonial Pacific Histories', *History & Theory*, vol. 59, no. 3 (2020): 422.

³ McCarthy, *Migration, Ethnicity and Madness*, 84.

⁴ Johnson, 'Toward a Genealogy', 430.

NOTE: for a journal article you shorten the article title (not the italicised journal title).

How to cite primary sources

In your footnotes, you will give details of each individual source you have used. In your bibliography, you only need to reference the wider collection (such as the newspaper title, or the manuscript collection – rather than each individual article in the newspaper or letter in the collection). The primary sources section of your bibliography should be divided into sections according to the type of source, e.g. Archival Sources, Newspapers, Official/Government Sources, etc.

Primary sources contained in a secondary source

Often it's the case that you wish to cite primary material published in a collection of sources, or in another author's book or article. Primary sources contained in a secondary source should be cited as follows:

- Example (from a collection of primary sources): 'Heads of a plan' (1786), in *Sources of Australian History* edited by Manning Clark (London: Oxford University Press, 1957), 72-5.
- Example (archive in a secondary source): Samuel Marsden to Ralph Darling (letter), 18 April 1831, cited in Tony Ballantyne, *Entanglements of Empire: Missionaries, Māori and the Question of the Body* (Auckland: Auckland University Press, 2014), 229.

Archival material (such as diaries, letters, and photographs)

Where possible, give the specific details of the item, followed by details of the archive in which it is kept (reference details, name of archive). You may not be able to find all of this information, but include as much as you have.

When referencing a primary source accessed via the internet, use the same format as you would for referencing archival materials. The name of the website and the URL may take the place of the name of the archive holding the collection. You should also include the date the site was last updated, or the date you accessed the site.

Footnote:

- Name of item, date of item, name of collection, reference number, and the archive holding the collection.
- Example 1 (diary): Christina MacDonald diary, 17 October 1879, MS-0731, Hocken Collections Uare Taoka o Hākena, University of Otago, Dunedin.
- Example 2 (letter): Governor Fitzroy to George Clarke, 15 September 1845, George Clarke Letters and Reports, 1842-1847, MS-0288, Hocken Collections Uare Taoka o Hākena, University of Otago, Dunedin.
- Example 3 (photograph): 'Anzac Day landings at Gallipoli', 25-6 April 1915, New Zealand History website, <https://nzhistory.govt.nz/media/photo/anzac-landings-photo>, updated 30 July 2014.

Bibliography:

- In your bibliography, you only need to list the collection that includes your sources, rather than each specific source.
- Example: George Clarke Letters and Reports, 1842-1847, MS-0288, Hocken Collections Uare Taoka o Hākena, University of Otago, Dunedin.

Note: for repeat references to the same source, use a short entry, e.g.

- Christina MacDonald diary, 17 October 1879, MS-0731, Hocken Collections Uare Taoka o Hākena, University of Otago, Dunedin.
- MacDonald diary, 18 October 1879.

Newspapers

Give details of the article author (if known), title of the article (in inverted commas), newspaper title (in italics), the date the article was published, and the page number. If the author's name is not listed, just begin your entry with the title of the article. Also, if the newspaper title does not include the city of publication, include the city in brackets after the name of the newspaper (not in italics, as it is not part of the publication title).

When using an electronic portal to a range of newspapers, such as 'Papers Past', remember to give full details of the article, as you would for any other newspaper. This is because Papers Past is not the title of the newspaper; it is a website on which you can view digitised newspapers. There is no need to include the Papers Past URL because this is the finding aid and not an integral part of the source description.

Footnote:

- Name of author (where given), 'Title of article', *Name of newspaper* (city of publication), date of publication, page number on which article appears (where available).
- Example: Deborah Anderson, 'VE Day 75: Jubilant scenes across Scotland as people rejoiced the Second World War was finally over', *The Herald* (Glasgow), 4 May 2020.
- Example: 'Stalked by Sharks: Raider's Victims on Raft, Only Three Survive', *The Scotsman* (Edinburgh), 21 October 1941, 6.

Bibliography:

- In your bibliography, under the subheading Newspapers, you only need to mention the names of the newspapers you have consulted in alphabetical order, not each individual article, for example:

Newspapers

Otago Daily Times
Sydney Morning Herald
The Times (London)

Legislation and Parliamentary Debates

New Zealand legislation

When citing legislation you should include the title of the Act, the year it was enacted, and a specific reference (known as a 'pinpoint reference').

Pinpoint references include: s (section), ss (sections), subs (subsection), para (paragraph), art (article).

- Short title and year the Act was enacted, pinpoint reference.
- Example 1: Gaming Duties Act 1971, s 9.

If the Act is from overseas, include an abbreviated form of the jurisdiction in which the Act was passed. This should be placed in brackets, following the year of enactment.

- Example 2: Counter-Terrorism Act 2008 (UK), s 92.

Appendices to the Journals of the House of Representatives ('A to Js')

The *Appendices to the Journals of the House of Representatives* (AJHR) contain many official government documents. The A to Js online also includes some Votes and Proceedings of the House of Representatives.

- Author (= department, organisation, select committee, or officer), 'Title of report' (year), AJHR, Journal reference, page/s.
- Example: Geoffrey Palmer 'Bill of Rights for New Zealand: A White Paper' (1984–1985) AJHR A6, 29.

New Zealand Parliamentary Debates ('Hansard')

- Speaker name, Debate title, NZPD, volume (year), page/s.
- Example: Richard Seddon, Coastwise Trade Bill, NZPD, vol. 126 (1903), 299.
- Example: N. Mahuta, Local Government Law Reform Bill, NZPD, vol. 631 (2006), 3640–3660.

Oral interviews

You should include the name of the person being interviewed, followed by details of the interview, and how you accessed the interview recording.

Footnote:

- Name of interviewer, name of person conducting the interview, location of the interview, date of the interview, how you listened to the interview (e.g. tape recording), and how you accessed the recording (e.g. at an archive, via a museum website, etc.)
- Example: Hew MacLeod, interview by Shaun Broadley, Dunedin, New Zealand, 1 December 2000, tape recording, Hocken Collections Uare Taoka o Hākena, University of Otago.

Audio-visual Material (e.g. Film/Movie/Documentary)

You should include as many details of the source itself as you can find, including the director and when it was published ('released').

While many audio-visual sources are available to view via websites (e.g. YouTube) or via streaming services (e.g. Netflix), these mediums don't always include full details. You may need to google the film to find additional information (or consult: <https://www.imdb.com/>), and if you have viewed it via a website or streaming service, give the URL and date you viewed the content.

Footnote for a film:

- *Name of film*, director (place of publication (if available): producer/production company, year of production), length.
- Example: *The Trial of the Chicago 7*, directed by Aaron Sorkin (Dreamworks, 2020), 2h 9m.

Footnote for documentary footage:

- 'New Zealand: Napier in ruins after Earthquake,' 3 February 1931 (Reuters - Gaumont Graphic Newsreel), <https://www.youtube.com/watch?v=gSFxGNrK3E0>, viewed 15 February 2022.

If you are using an unusual archival source and are not sure how to reference it, try looking at the footnotes from a book or journal article that has used a similar source. How has it been referenced by the author? If in doubt, ask your History lecturer or tutor!

PLAGIARISM

The History Programme supports the principle that history students should develop the ability to think independently and express themselves clearly and persuasively in their own words. You should make sure that all submitted work is your own. Plagiarism is any attempt to present the work of any person as your own. A student therefore commits an act of plagiarism if they copy or paraphrase any text written by any person without proper acknowledgment. This also includes copying assignments from your classmates.

Plagiarism is the most serious academic offence, and all cases detected in the History Programme will attract severe penalties. Do not plagiarise under any circumstances. If you are in any doubt about how and when to acknowledge sources, please visit the University's Academic Integrity website at www.otago.ac.nz/study/academicintegrity or ask at Student Learning Development or the Library.

It is highly recommended that you familiarise yourself with the Student Academic Misconduct Procedures <http://www.otago.ac.nz/administration/policies/otago116850.html> and the Academic Integrity policy: <http://www.otago.ac.nz/administration/policies/otago116838.html>.

If you are still in doubt or have any questions, ask your lecturer or tutor.

Any student found responsible for plagiarism in any piece of work submitted for assessment shall be subject to the University's academic dishonesty practice regulations. This may result in various penalties, including forfeiture of marks for the piece of work submitted, a zero grade for the paper, or in extreme cases exclusion from the University.

Turnitin

If your course requires electronic submission, be aware that your assignment may be checked through Turnitin. This software checks assignments for evidence of copied material. Any matches with other written material may be interpreted as plagiarism if it is not properly cited/referenced.

Submission of an assignment requiring your student ID and password is an admission that what you submit is your own work.

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