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Reference guidance History and Medieval Studies programmes

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1. Introduction

In the School of Archaeology, History and Anthropology you will need to reference the information you use when writing your assignments. For **HISTORY** and **MEDIEVAL STUDIES** you will use the **MHRA** system.

This guidance has been prepared to ensure you use this system correctly and use in History and Medieval studies modules. It will provide you with:-

- Examples of how to use references in your text (essay or assignment)
- Examples of how to place direct quotes in your work
- Examples of how to paraphrase
- How to produce a reference list at the end of your work
- Advice on how to set out your reference list
- An example reference list

This guidance is very important and is the tool you will use when writing any piece of course work in order to ensure you are referencing correctly.

Referencing requires practice so all your course work should be written with this guidance document to hand

Referencing (or citing) means you have acknowledged you have taken ideas or words from an article or book you have read, a CD you have listened to, a DVD you have watched or any other source including the internet and place it into your assignment. It means that others can read your work and check the accuracy of the argument presented and the logic therein. It is essential that any information you have used is referenced correctly. Failure to reference means your work could be considered to be **Plagiarised** which is the equivalent of **cheating** and is a very serious offence which is not acceptable in the University. Plagiarism is an example of Unfair Practice and may result in penalties being applied to one or more pieces of your coursework. Please see Section 7.7 and 7.8 in the Academic Quality Handbook for more information about Unfair Practice and the University Procedures.

PLAGIARISM IS

- passing off another's work as your own
- passing off the work of another student as your own
- resubmission of part or all of your own work

Referencing provides the evidence that you have undertaken your own research enabling you to find the information necessary for in-depth learning. It allows you to gain a broad perspective on different issues and to consider different aspects and points of view in the subjects you study. This cannot be achieved by simply using class notes and hand out information to complete your assignments. **It is considered bad scholarly practice to quote from lectures.**

The whole process of referencing involves you maintaining a detailed account of every piece of information you use. It is very frustrating to find a useful article or document and then be unable to locate it again if needed because you have not kept an accurate record of its source. Should this be inaccessible, you will have no record of the information and will no longer be able to use it in your essay. **Record keeping is essential (see section on How to find the information you need to compile a reference in Section 4).**

There are examples later in this guide of what information you should record for each type of resource you use.

2. Referencing Authors in Your Assignment.

While you should mention various authors and their ideas in the text, all citations to these should be in the form of an endnote or footnote. Footnotes and endnotes indicate to the reader or examiner the source of a quotation or of an argument or of an idea or series of ideas which you have used in your essay. The ability to deploy footnotes and references is a professional skill of the discipline. It is a skill which fosters accuracy of scholarship, openness of debate and the fair acknowledgement of the intellectual property of others. In what follows footnote has been used as an exemplar of the system not as the preferred system. You may choose one or the other.

2.1 Citing one author in the text

DIRECT citation:

You may want to refer to an author directly by stating that they said or indicated something specific. For example in your essay you might write:

Saul argues that the Great Depression was a myth¹.

This will be referenced in a footnote which appears at the bottom of the page as:

1.S.B.Saul, *The Myth of the Great Depression* (London: Macmillan, 1978).

Note the format followed here:

- Author's Initial
- Fullstop
- Author surname
- Comma after surname
- *Title of book in italics*
- Open brackets
- Place of publication (followed by colon)
- Publisher company (in full) (followed by comma)
- Date followed by closed brackets
- Fullstop.

Hence:

S. B. Saul, *The Myth of the Great Depression* (London: Macmillan, 1978).

¹ S.B.Saul, *The Myth of the Great Depression* (London: Macmillan, 1978)

Note no comma after the book title.

The same format is used for jointly authored texts. For example:

M. Shanks, and C. Tilley, *Social Theory and Archaeology* (London: Routledge, 1987)

And

P. Watson, S. LeBlanc and C. Redman, *Explanation in Archaeology: An Explicitly Scientific Approach* (New York: Columbia University Press, 1971)

INDIRECT citation of an author and their work:

This is when you make a statement and then cite a reference as evidence. For example:

The notion of a radical right in Edwardian Britain has gained currency since the early 1980s².

Note the different order of elements for a journal article. Note multiple pages are referenced by a pp, single page references by a p.

2.A. Sykes, 'The Radical Right and the Crisis of Conservatism', *Historical Journal*, vol. 43 (1983), pp 71-95.

2.2 Subsequent or repeat citations

You need only give full bibliographical details for works on the first occasion you cite them in a footnote or bibliography. Subsequently, you can use a shortened version of the author's name and the title:

Saul, *Myth of the Great Depression*, p. 6.

Sykes, 'Radical Right', p. 90.

2.3 Consecutive citations

² A. Sykes, 'The Radical Right and the Crisis of Conservatism', *Historical Journal*, vol. 43 (1983), 71-95.

If you cite a work in consecutive footnotes, you can use the word *ibid.* (literally ‘in the same place’):

²¹ Saul, *Myth of the Great Depression*, p. 77.

²² *ibid.*, p. 90.

²³ *ibid.*, p. 91.

2.4 Referencing two authors

DIRECT citation: for example:

Both Cobban and Doyle subscribe to the view that the French Revolution began as a political revolution before turning into an economic one³.

Note the order of referencing for two books.

3.A.Cobban, *The Social Interpretation of the French Revolution* (London: Longman, 1963); W.Doyle, *The Origins of the French Revolution* (Oxford: Oxford University Press, 1978).

INDIRECT citation. Remember if you have indicated something is a widely held view or that several authors have suggested a point of view then you should cite several authors where you have read this information. For example if you wrote in your essay,

Several authors subscribe to the view that Chamberlain’s policy of Appeasement was the only viable policy Britain could follow in the circumstances of 1938⁴.

Note the order of referencing for two books.

4. D.C.Watt, *How War Began* (London: Penguin, 1990); B.Self, *Neville Chamberlain: A*

³ A.Cobban, *The Social Interpretation of the French Revolution* (London: Longman, 1963) ; W.Doyle, *The Origins of the French Revolution* (Oxford: Oxford University Press, 1978)

⁴ D.C.Watt, *How War Began* (London: Penguin, 1990) ; B.Self, *Neville Chamberlain: A Political Biography* (London: Ashgate, 2005)

Political Biography (London: Ashgate, 2005).

2.5 Referencing a SINGLE piece of work written by TWO authors

When there are two authors for a work they should both be noted in the text:

DIRECT citation. For example:

Hobsbawm and Ranger in their research argued that traditions were often invented rather than inherited⁵.

Note the order for referencing a joint authored book.

5.E.Hobsbawm and T.Ranger, *The Invention of Tradition* (London: Pimlico, 1990)

INDIRECT citation:

A recent critique of the concept of tradition has argued it to be more of an invented rather than inherited process⁶.

Note the order for referencing a joint authored book.

6.E.Hobsbawm and T.Ranger, *The Invention of Tradition* (Cambridge: C.U.P., 1983)

2.6 Referencing MORE than two authors

Where there are several authors' names on a source (more than two), only the first author needs to be referenced in the text followed by '*et al.*' meaning 'and others'

DIRECT citation:

Mudrooroo *et al* have questioned the notion of race as a fixed and essential category for defining and delineating people⁷.

⁵ E.Hobsbawm and T.Ranger, *The Invention of Tradition* (Cambridge: C.U.P., 1983)

⁶ E.Hobsbawm and T.Ranger, *The Invention of Tradition* (Cambridge: C.U.P., 1983)

7. A. Mudrooroo, B. Attwood, A. Lattas, and J. Beckett, 'Comments on Hollingsworth', *Oceania*, vol 6, (1992), pp. 156-7.

INDIRECT citation:

Recent research has questioned the notion of race as a fixed and essential category for defining and delineating people⁸.

2.7 Referencing Edited Volumes

Books may sometimes be edited, which means that different authors have contributed different chapters to the book. If a book has editor(s) you add (ed) or (eds) after the

Editions, i.e., works by authors which have been edited by a modern historian, appear as follows:

Walter Daniel, *Life of Ailred of Rievaulx*, ed. F. M. Powicke (London: Nelson's Medieval Texts, 1950), pp. 5-10.

The Origins of Anglo-Saxon Kingdoms, ed. Bassett, S. (Leicester University Press, 1989).

2.8 Essays in books or conference proceedings

These are treated in the same ways as articles in periodicals:

Jane Laughton, 'Women in Court: Some Evidence from Fifteenth-Century Chester', *England in the Fifteenth Century*, Proceedings of the 1992 Harlaxton Symposium, ed. Nicholas Rogers (Stamford: Paul Watkins, 1994), pp. 89-99, p. 91.

⁷ A. Mudrooroo, B. Attwood, A. Lattas, and J. Beckett, 'Comments on Hollingsworth', *Oceania*, vol 6, (1992), pp 156-7.

⁸ A. Mudrooroo, B. Attwood, A. Lattas, and J. Beckett, 'Comments on Hollingsworth', *Oceania*, vol 6, (1992), pp 156-7.

2.9 Using different editions

Sometimes books exist in different editions, and it is important to indicate which edition you have used:

D. Knowles, *The Monastic Order in England*, second edn (Cambridge: Cambridge University Press, 1963), pp. 7-19.

When using an edited book if you have only used specific chapters these are what are referenced in your Reference List. For example:

2.10 Secondary Citation

Where the reference you want to make to one author and their work is to be found in another work.

J. Laughton, 'Women in Court: Some Evidence from Fifteenth-Century Chester', in *England in the Fifteenth Century*, Proceedings of the 1992 Harlaxton Symposium, ed. Nicholas Rogers (Stamford: Paul Watkins, 1994), pp. 89-99, p. 91

Several text books use examples from other sources. For example if you have read about Disraeli's famous novel *Coningsby* it is likely that you have read accounts of his work from a text book or biography rather than from his original novel. You should make this clear in your footnote . For example:

2..B.Disraeli, *Coningsby* in R.Blake, *Disraeli* (London: Arnold, 1966), pp. 58-62.

NOTE You only cite the book you actually read in the Bibliography:

R.Blake, *Disraeli* (London: Arnold, 1966), pp. 58-62.

2.11 Referencing Electronic Books (ebooks)

The format for referencing electronic books is the same as that for conventional books.

The Reference List citing for an electronic book follows the same format as any book **but you record the date you accessed the book and the relevant URL website address details, as well as indicating the book is an e-book.**

For example:

J. L. Bintliff, (ed), *A Companion to Archaeology*, (Maldon: Blackwell, 2004), available at www.netlibrary.com/Reader (Accessed: 7th October 2010)

2.12 Referencing Journal Articles

Journals are publications that are published every week, month, quarter etc. They are academic and peer reviewed meaning that the work published in a journal has been judged and scrutinised by experts before being allowed to be included in the publication. These journals are sometimes referred to as periodicals.

Each journal a selection of different articles within it every time it is published. For example the *English Historical Review* journal may have around four articles covering diverse topics. Every article will be published by experts from around the world and will be peer-reviewed before publication.

As a result you will often only use some of the articles you read in a particular journal rather than the whole journal. For example if you are interested in human evolution then you would read articles from different journals which research this area.

You must therefore indicate in your Reference List what precise article (sometimes referred to as a paper) you have read out of all the possible articles that can be found in the different editions of a journal

Format to follow (print journals):

- Initial then Author surname
- Comma after surname
- Title of article (followed by full stop)

- *Name of journal in italics*
- Comma
- Volume Number (if given) and Issue Number (if given) (in parentheses) (followed by colon)
- Year (bracketed)
- Page numbers (followed by fullstop)

You should indicate the first and last page of the article you used.

For example:

E. Blake, 'Identity mapping in the Sardinian Bronze Age', *European Journal of Archaeology*, 2, 1, (1999), 35-55, p. 42.

A. Sykes, 'The Radical Right and the Crisis of Conservatism', *Historical Journal*, vol. 43 (1983), 71-95, p. 93.

The information you require will usually be found on the front page of the specific article you are using or in the header or footer of the article.

2.13 Referencing Electronic Journals (E-Journals)

E-journals are referenced in the same way as conventional paper based journals but you add to the end of article details

[Online: Web address] & [Accessed date]

A. Sykes, 'The Radical Right and the Crisis of Conservatism', *Historical Journal*, vol. 43 (1983), 71-95, p. 93. available at www.netlibrary.com/Reader (Accessed: 7th October 2010)

Sometimes in this type of article there will be no pages as they may not appear on the screen. If pages are indicated you must add them to your Reference List.

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2.14 Referencing Websites

You should be cautious when using websites. Only use websites that your lecturers have advised you to use, or those that are likely to be reputable such as academic or government websites.

In the UK these should end with EITHER **.ac.uk** OR **.gov.uk**

For example:

<http://www.soas.ac.uk/>

The website for the School of Oriental and African Studies, University of London.

<http://www.cadw.wales.gov.uk/>

The website for CADW: the historic environment service of the Welsh Assembly Government)

Please do not use Wikipedia in your assignments as its content is not always accurate. If in doubt ask your lecturer or the library staff.

Format to follow:

- Author or organisation name
- (followed by full comma)
- Title of article
- Name of internet site
- Available from Web address in full
- Accessed on [in square brackets]

For example:

For an Internet site:

1.The British Library, Voices of the Holocaust [online]. Available: <http://www.education.bl.uk/new/index.html>.

Another internet site:

2.Henry Pelling, 'The Emergence of the Labour Party', New Perspective, 1, (1995), [online]. Available <http://www.lancaster.ac.uk/perspectives/pelling>.

NOTE: In the Bibliography this would be:

Henry Pelling, 'The Emergence of the Labour Party', *New Perspective*, 1, (1995),
[online]. Available at <http://www.lancaster.ac.uk/perspectives/pelling>. (accessed:
Oct 5 2010)

NOTE: If you cannot find the author, organisation or date, and so cannot verify the veracity of its information, you should avoid the web site

2.15 Referencing Primary source materials

Manuscript Sources

The form here is to work from the broad to the narrow. Start with place (record office), collection, collection details & number, type of source, date.

Aberystwyth, Ceredigion Record Office

CCC Records of Cardiganshire County Council, 1889-1974

CCC/SE Records of the Clerk's Department

CCC/SE/1/1 Minute Book, 1889-1899

CCC/SE/1/2 Minute Book, 1899-1902

CCC/SE/2/1 Letter Book, 1889-1905

CCC/SE/2/2 Letter Book, 1905-1910

CCC/TR Records of the Treasurer's Department

CCC/TR/1/1 Ledger, 1889-1900

House of Lord Record Office (HLRO), Bonar Law Papers (BLP), 25/60/32, Law to D. Lloyd George, June 10 1912.

You do not need to write this out full for every reference. After the first long version your subsequent citations would be:

HLRO, BLP, 25/60/ 37, Law to LG, July 22 1912

2.16 Printed Primary Sources

Format to follow:

- Name of writer (if there is one)
- Title of book (in italics) (followed by comma)

- Translated by & name of translator (followed by comma)
- Place (followed by colon):
- Publisher
- Date of publication

Two examples:

Homer, *The Iliad*. Translated by E.V. Rieu, (Harmondsworth: Penguin Books, 1988).

Haverfordwest, Calendar of the Records of the Borough of, 1539-1660 , ed. B. G. Charles (Cardiff: University of Wales Press, 1967).

2.17 Referencing primary material found in secondary sources

Sometimes you may wish to use an extract from a primary source which you find in a secondary source. Or, you may wish to cite the views of one historian which you find quoted in another. It is important that you acknowledge your source. For example, you may wish to quote a passage from Herbert of Bosham's *Life of Thomas Becket*, which you have found in W. L. Warren's book on Henry II. You look at Warren's notes, and see that his reference is:

Herbert of Bosham, *Vita Sancti Thomae, archiepiscopi et martyris*, ed. J. C. Robertson, in *Materials for the History of Thomas Becket, Archbishop of Canterbury*, 7 vols (RS, 1875-85), III, 155-534 (p. 297).

This shows you the series in which Bosham's life appears, the volume in which it appears, the full compass of the work (pp. 155-534) and the page on which the quotation appears. Do NOT be tempted to copy this out, and leave it at that. For one thing, if you go to *Materials* you will find it is all in Latin! The correct procedure is to acknowledge Warren, and cite in this way:

Herbert of Bosham, *Vita Sancti Thomae, archiepiscopi et martyris*, ed. J. C. Robertson, in *Materials for the History of Thomas Becket, Archbishop of Canterbury*, 7 vols (RS, 1875-85), III, 155-534 (p. 297), cited in W. L. Warren, *Henry II* (Berkeley and Los Angeles: University of California Press, 1973), p. 486.

2.18 Referencing Newspapers

Format to follow:

- Author(s)
- Comma after surname
- Title of Article then comma
- *Title of Newspaper* (in italics)
- Day and Month (followed by colon)
- Page (s)

For example:

F. Raphael, 'France's Final Solution', *Sunday Times*, 19 February 1978, p. 40.

K. Riley, 'Anthropology: the Great Divide', *The Seattle Times*, 7 October: 2007, pp. 27-8.

If the newspaper article is online then you add the relevant web details. For example:

K.Riley, 'Anthropology: the Great Divide', *The Seattle Times*, 7 October 2007, [online]

Available at:

http://seattletimes.nwsourc.com/html/opinion/2003928193_sundayanthro07.html

[Accessed: 7th October 2010].

2.19 Referencing Television / Radio Programmes

Format to follow:

- *Title of Programme* (in italics, followed by full stop)
- Episode Number (if available) (followed by full stop)
- Series Number (if available) (followed by full stop)
- Title of Episode
- Channel (followed by full stop)
- Full Date (followed by full stop)
- Time of Transmission (followed by full stop)

In your footnote

For example:

'Over the Top', from *Blackadder Goes Forth*, Episode 6, Series 4, BBC1, (11 Nov 1996), 2100-21.30.

2.20 Referencing Film / Video or DVD

Format to follow:

- *Title* (in italics, followed by full stop)
- Date of Release (followed by full stop)
- Director's name (if appropriate) (followed by full stop)

- Place (followed by full stop)
- Production Company (followed by comma)
- Medium Format [in square brackets] followed by full stop

In footnote:

Clash of the Titans, Dir Desmond Davis, (Warner Bros, 1981).

The Gods Must Be Crazy?, Dir James Uys, (C.A.T. Films, 1981).

2.21 Referencing Films on Youtube:

Citation Order:

1. Name of Person posting Video
2. Year video posted (in round brackets)
3. Title of film or programme (in italics)
4. Available at: URL
5. (Accessed: Date)

2.22 Referencing Podcasts:

Citation order:

1. Author Presenter
2. Year the site was published/last updated (in round brackets)
3. Title of Podcast (in single quotation marks)
4. Title of Internet Site (in italics)
5. (Podcast)
6. Day/month of posted message
7. Available at: URL
8. (Accessed: date)

2.23 Conference Papers and Presentations

Format to follow:

- Author (name comma initial full stop)

- Year of conference (followed by full stop)
- Title of paper (followed by full stop)
- Title of conference (in italics followed by full stop)
- Place of conference followed by comma
- Organisers of conference
- Date of conference

In Footnote List:

1..L. Steel, 'Production and consumption of wine in Bronze Age Cyprus', *Wine in Ancient Greece and Cyprus*, Proceedings of First International Conference of the Weiner Laboratory, American School of Classical Studies , Athens, (Sept 21-23 2007), ed. L.Steel, (London: Routledge, 2008).

If the paper is available on line also include access details. For example:

2.24 E-mail

Occasionally you might want to reference (unpublished) information that a colleague has shared with you via email.

Sender's name. (Sender's E-mail address), Day Month Year. Subject of Message. e-Mail to Recipient's INITIALS. SURNAME (Recipient's e-mail address)

Format to follow:

- Author of email (name comma initial full stop)
- Senders email address (in round brackets)
- Date (day month year)
- Subject (in italics followed by full stop)
- Email to recipient's name [in square brackets]
- Recipient's email (in round brackets)

In footnote :

D. Lateman,. (d.lateman@lamp.ac.uk) 4/10/10. *RE: ProCite and Internet Reference*. [email to P. Mariner] (p.mariner@lamp.ac.uk)

You must gain permission from the other person before citing an email.

2.25 Theses

University theses and dissertations are an important source of up-to-date information.

Format to follow:

- Author
- Title of thesis (followed by comma)
- Unpublished (MA, PhD) thesis (followed by comma)
- Name of institution (followed by comma)
- Date (followed by full stop)

In footnote:

1..N. Jones, *Exploring Castles in Wales*, (Unpublished PhD thesis) University of Wales, Trinity Saint David, 2010.

2.26 Citing Illustrations

You may wish to include an illustration from a published source in your assignment. If you do so you should always cite your source in a footnote and the full reference to the source in your bibliography.

(i)Citing a map

In footnote:

L.M. Bear, *Geological map of the Akaki-Lythrodonda Area*, (Geological Survey Department, Government of Cyprus, Ordnance Survey,1960).

(ii)Citing an illustration from a book

In footnote and bibliography

S. Hood, *The Arts in Prehistoric Greece*, (Harmondsworth: Penguin Books, 1980)

(iii)Citing an illustration from the web

In footnote and bibliography

Map of the Holocaust, The British Library, Pictures of the Holocaust, Collection 6, 56, [online]. Available: <http://www.education.bl.uk/new/index.html>.

2.27 No date?

Rarely there may be a publication which does not have a date. In such cases you indicate this in the footnote replacing the date with **nd** (no date).

Every effort should be made to find the year of publication when using the information in an assignment

2.28 Page Numbers

The general rule for using page numbers is:

- you must always use page numbers when referring to **DIRECT QUOTES** (see section 3);
- if you paraphrase a specific idea or issue which is found on a page or section of a book or article then this can also be given a page number(s).

Page numbers are not always necessary when you paraphrase broad ideas especially when these ideas are at the heart of an author's theory or work or are overriding points which an author repeats throughout their book or article. The format is as follows when citing page numbers. For example:

Citation in the footnote:

1..E.Hobsbawm and T.Ranger, *The Invention of Tradition* (Cambridge: C.U.P., 1983), p. 75.

Multiple pages would be:

2..E.Hobsbawm and T.Ranger, *The Invention of Tradition* (Cambridge: C.U.P., 1983), pp. 75-94.

For a journal article it would be:

3.A. Sykes, 'The Radical Right and the Crisis of Conservatism', *Historical Journal*, vol. 43 (1983), 71-95, p 82.

Note: the page numbers for the article as a whole are given in the first reference but subsequent citations need only the specific page of reference.

2.29 Citing several works by one author in different years.

If more than one publication from an author illustrates the same point and the works are published in different years, then the references should be cited in chronological order (the earliest first). For example the footnote would be:

A.D.Smith, *Nationalism in the Twentieth Century* (London: Martin Robertson, 1979):

A.D.Smith, *Theories of Nationalism* (Cambridge: C.U.P., 1983): A.D.Smith, *Nations and Nationalism in a Global Era* (Cambridge: Polity, 1990).

3. Different Ways You Use Referencing in your Work

3.1 Direct Quotes

Sometimes a piece of information is so clear and useful in the context of your assignment that you wish to quote it directly. For example something you have read which you wish to place **word for word** in your essay. This is a direct quote and you must demonstrate that it is a direct quote in your essay. Direct quotes should be used **sparingly** and for **emphasis**. An essay which is one long quote after another is a weak essay and it does not allow you to demonstrate analysis and evaluation skills. It suggests you are unable to make sense of the work yourself. **Use quotes with meaning and that support the arguments and issues you are trying to make in your essay.** They are evidence for the ideas you have discussed in your assignments.

Short Quotes: When referencing quotes in a footnote of an assignment you simply follow the criteria as set out above but placing the footnote reference at the end of the sentence not after the quote. For example:

According to Clancy, ‘the possibility that the Normans dispersed archives of documents and destroyed an extensive literate culture in Old English cannot be excluded,’ and thus helps explain the absence of evidence for twelfth century St Albans⁹.

Note: since the quote is midway through a sentence it does not begin with a capital letter. Note also the reference/ footnote comes at the end of the sentence not at the end of the quote.

Long Quotes (more than approximately 30 words): for example

⁹ M. T. Clanchy, *From Memory to Written Record: England 1066-1307* (London: Edward Arnold, 1979), p. 15.

The regeneration of Paris in the mid nineteenth century was to a large extent part of a European wide movement for urban renewal following a series of revolutions that had seriously unnerved the ruling elites. However it was also rooted in a unique Bonapartist dream, as Colin Jones has written:

“The return to power of a Bonaparte in 1848 instigated a reprise of the imperial themes and the grandiose scale of operations which Napoleon 1 had sketched out for the capital of his European empire. Even while he was still President of the Republic, Emperor Napoleon III (as Louis Bonaparte made himself in 1852) was planning the revitalisation of the nation’s capital”¹⁰.

The long quote, unlike most of your essay, should be single spaced. It is placed away from the main essay text and is indented on each side.

Quotes should be meaningful and add to the point you are making. Do not use quotes just for the sake of reaching your word limit or because you think you have to. Instead USE SPARINGLY AND FOR EMPHASIS

3.2 Paraphrasing

This is what you often do in essays and other assignment work when you take the ideas and principles you have read and listened to and put them into your own words. It is a widely held misconception that only direct quotes need to be referenced. **This is not the case.** Any ideas, theories, opinions or any other information taken from elsewhere must be referenced correctly. The art of writing a good essay is to be able to use your own academic style to weave together other authors’ ideas and research results. However, you must cite all the authors that have provided you with this knowledge as you did not come up with the theories or research cited. In fact you must use other people’s research as a means to underpin the issues you discuss in an essay or other assignments.

You may, for example, read and be very familiar with certain ideas associated with historians or thinkers but you must always cite correctly where you read about their ideas.

¹⁰ C. Jones, *Paris: Biography of a City* (London: Allen Lane, 2004), p. 344.

This is the nature of academic work where academics are courteous to each other and should never present someone else's ideas as their own. For example:

Postmodernism has had a significant impact on how we understand the history-past relationship¹¹. One result has been that few historians imagine they are uncovering a true picture of the past, as was the often unspoken assumption of many who wrote on the philosophy of History before the 1980s¹².

Note the footnote references for the ideas closely associated with certain historians.

11..KJenkins, *Rethinking History* (London: Longman, 1996).

12.G.Elton, *The Practice of History* (London: Allen & Sons, 1964)

¹¹ K. Jenkins, *Rethinking History* (London: Longman, 1996).

¹² G.Elton, *The Practice of History* (London: Allen & Sons, 1964)

4. Bibliography.

A **BIBLIOGRAPHY** is a list of every piece of information you have used even if does not appear in your assignment text.

4.1 Compiling a bibliography

The information required will appear on the book, article, video, newspaper, DVD, or other source you use. You must be a detective and ensure you find all the information required to produce a proper bibliography. Therefore while writing your assignments it is a good idea to:

- keep a note where each time you use any information, ideas and note down the reference details in full. If you do this you will not be able to lose important material and can find it easily again if you need to;
- Do not leave the typing of references until the last minute as this is when silly typing errors and omissions creep into the work.

These references are then compiled into a bibliography. They should be listed in alphabetical order according to author surname or organisation name. Remember, if you have cited a work in-text then you must include this in your bibliography List (and vice versa).

Divide your Bibliography into:

- (i) manuscript/unpublished sources**
- (ii) printed primary sources**
- (iii) secondary works**

(i) For manuscript sources you should give the place and archive repository/record office, the collection, and the documents you have used.

(ii) Arrange printed sources by a key word, or name, in the title that will aid ease of reference.

(ii) Arrange secondary sources by the surname of the author (cf the practice in footnotes/endnotes)

EXAMPLE:

Manuscript Sources

Aberystwyth, Ceredigion Record Office

CCC Records of Cardiganshire County Council, 1889-1974

CCC/SE Records of the Clerk's Department

CCC/SE/1/1 Minute Book, 1889-1899

CCC/SE/1/2 Minute Book, 1899-1902

CCC/SE/2/1 Letter Book, 1889-1905

CCC/SE/2/2 Letter Book, 1905-1910

House of Lord Record Office (HLRO), Bonar Law Papers (BLP), 25/60/32, Law to D. Lloyd George, June 10 1912.

Printed Primary Sources

Haverfordwest, Calendar of the Records of the Borough of, 1539-1660, ed. B. G. Charles (Cardiff: University of Wales Press, 1967).

Secondary Sources

Cobban, W., *The Social Interpretation of the French Revolution* (London: Longman, 1963)

Doyle, W., *The Origins of the French Revolution* (Oxford: Oxford University Press, 1978).

Hobsbawm, E., and Ranger, T., *The Invention of Tradition* (Cambridge: C.U.P., 1983).

Knowles, D., *The Monastic Order in England*, second edn (Cambridge: Cambridge University Press, 1963).

Laughton, Jane, 'Women in Court: Some Evidence from Fifteenth-Century Chester', *England in the Fifteenth Century*, Proceedings of the 1992 Harlaxton Symposium, ed. Nicholas Rogers (Stamford: Paul Watkins, 1994), pp. 89-99.

Saul, S. B., *The Myth of the Great Depression* (London: Macmillan, 1978).

Self, B., *Neville Chamberlain: A Political Biography* (London: Ashgate, 2005).

Sykes, A., 'The Radical Right and the Crisis of Conservatism', *Historical Journal*, vol. 43 (1983), pp. 71-95.

Watt, D.C., *How War Began* (London: Penguin, 1990)

<u>Note the surname preceeds the author's initial in the bibliography.</u>
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