

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.

1. Christina Twomey and Catharine Coleborne, 'Australia: Present and past histories', *Australian Historical Studies*, vol. 45, iss. 3, 2014, p. 295, doi:10.1080/1031461X.2014.950404, accessed 14 November 2014.
2. Angus R. McGillivray, 'Reading a sealed agricultural past: Hand tools and implements of husbandry, mixed farming and a colonial yeomanry in the antipodes', *Journal of Australian Colonial History*, vol. 16, 2014, p. 28, <http://search.informit.com.au/documentSummary;dn=449101689871002;res=IELAPA>, accessed 14 November 2014.
3. Anon., 'Theatre Royal', *Hobart Town Mercury*, 9 February 1857, p. 2, c. 6.

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.

1. Belcher, 'The child', p. 207; Cohn, *Millennium*, p. 25; Vaughan, *Philip*, p. 17. (secondary sources)
2. Sellar, *Bede's History*, Book 1, chap. iv; Oakley, 'Pierre d'Ailly', p. 357. (primary+secondary sources)

Shortened form

It is not necessary to repeat all the bibliographical 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.

6. Steven Runciman, *A History of the Crusades*, 3 vols, Cambridge, 1951–54, i, p. 23. (full footnote)
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).

18. Sander M. Goldberg, 'Plautus on the Palatine', *The Journal of Roman Studies*, vol. 88, 1998, p. 12.
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

<p>A. Single authors 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.</p>	<ol style="list-style-type: none"> 1. Richard Vaughan, <i>Philip the Bold</i>, London, 1962, p. 230. 2. Joel T. Rosenthal, <i>The Purchase of Paradise</i>, London, 1972, p. 85. 3. R.C. Smail, <i>Crusading Warfare (1097–1193)</i>, Cambridge, 1956, p. 209.
<p>B. Two authors Use 'and' between authors.</p>	<ol style="list-style-type: none"> 1. Sir Frederick Pollock and Frederic William Maitland, <i>The History of English Law</i>, 2nd edn, 2 vols, Cambridge, 1898, ii, p. 617.
<p>C. Three or more authors Where there are multiple authors, cite all of the authors in full for the first time, and thereafter use the abbreviation <i>et al.</i>, meaning 'and others'. <i>et al.</i> (in italics, end with full stop)</p>	<p>First footnote</p> <ol style="list-style-type: none"> 1. Ruth Weston, David Stanton, Lixia Qu and Grace Soriano, 'Australian families in transition', <i>Family Matters</i>, no. 60, Spring/Summer 2001, p. 12. <p>Second and further footnotes</p> <ol style="list-style-type: none"> 6. Weston <i>et al.</i>, 'Australian Families', p. 12.
<p>D. Author unknown If an author's name cannot be located, use the term 'Anon.' (for 'Anonymous', use full stop for abbreviation)</p>	<ol style="list-style-type: none"> 1. Anon., 'World War 1 Celebrations in Armidale', <i>Armidale Express</i>, 11 November 1936, p. 4.
<p>E. Titles</p> <ol style="list-style-type: none"> 1. Published works require maximum capitals and italicisation which indicates formal publication. 2. 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. 	<ol style="list-style-type: none"> 1. Richard Vaughan, <i>Philip the Bold</i>, London, 1962, p. 230. 2. Francis Oakley, 'Pierre d'Ailly and papal infallibility', <i>Medieval Studies</i>, vol. 26, 1964, pp. 354–55. 3. Clifford James, author's great-uncle, 'My life before WWI', unpublished manuscript, c. 1928–1932, p. xiii, copy in author's possession.
<p>F. Edition & volumes For second, later editions or revised editions state the edition after the title. For multi-volumed work, place the edition number first followed by the number of volumes.</p>	<ol style="list-style-type: none"> 1. Norman Cohn, <i>The Pursuit of the Millennium</i>, 2nd edn, New York, 1970, pp. 17–18. 2. Steven Runciman, <i>A History of the Crusades</i>, 3 vols, Cambridge, 1951–54, i, p. 23. 3. Sir Frederick Pollock and Frederic William Maitland, <i>The History of English Law</i>, 2nd edn, 2 vols, Cambridge, 1898, ii, p. 617.
<p>G. Editor or editors 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.</p>	<ol style="list-style-type: none"> 1. Joel T. Rosenthal, 'When did you last see your grandfather?', in <i>Crown, Government and People in the Fifteenth Century</i>, Rowena E. Archer (ed.), Stroud, 1995, pp. 229–231.
<p>H. Publication details Provide place and date of publication.. Only include name of publisher in the bibliography reference.</p>	<ol style="list-style-type: none"> 1. R.C. Smail, <i>Crusading Warfare (1097–1193)</i>, Cambridge, 1956, p. 209. <p><i>NOTE: 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.</i></p>
<p>I. Place and date of publication unknown 'n.p.' means no place of publication 'n.d.' means 'no date'</p>	<ol style="list-style-type: none"> 1. F. J. Brown, <i>The Children's Playground</i>, n.p., 1972, p. 14. 2. Ryan Smith, <i>History of Elephants</i>, Cambridge, n.d., p. 26.
<p>J. Pages Use p. for single page, pp. for page spans. If no pages, write unpaginated in round brackets.</p>	<ol style="list-style-type: none"> 1. Francis Oakley, 'Pierre d'Ailly and papal infallibility', <i>Medieval Studies</i>, vol. 26, 1964, pp. 354–55. 2. A. M. Sellar (trans.), <i>Bede's Ecclesiastical History of England</i>, London, 1907, Book 1, chap. v (unpaginated), in Christian Classics Ethereal Library, http://www.ccel.org/b/bede/history/htm/v.vi.htm, accessed 14 November 2014.
<p>K. Web pages 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 lower case, followed by a colon and no space. Avoid long strings in the URL (ezproxy) by providing only the root of the URL. Delete the ezproxy string.</p>	<ol style="list-style-type: none"> 1. Christina Twomey and Catharine Coleborne, 'Australia: Present and past histories', <i>Australian Historical Studies</i>, vol. 45, iss. 3, 2014, p. 295, doi:10.1080/1031461X.2014.950404, accessed 14 November 2014. 2. Angus R. McGilivray, 'Reading a sealed agricultural past: Hand tools and implements of husbandry, mixed farming and a colonial yeomanry in the antipodes', <i>Journal of Australian Colonial History</i>, vol. 16, 2014, p. 28, http://search.informit.com.au/documentSummary;dn=449101689871002;res=IELAPA, accessed 14 November 2014. 3. Dawes and Hewitt, 'Cargo of the ship Arab', <i>Colonial Times</i>, 22 August 1828, p. 2, c. 4, https://trove.nla.gov.au/newspaper, accessed 14 November.
<p>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. <i>Journal of Australian Colonial History</i>. 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'.</p>	
<p>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, <i>ibid.</i> = 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</p>	

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.

<p>1. Death certificates</p> <p>Title: Describe very fully to distinguish it from all other similar documents. Give the name of the deceased and the date of death.</p> <p>Provenance: State where the source originally came from, not necessarily where it is now. Baptismal marriage or burial certificates may also be available from various churches.</p>	<p>Footnote</p>	<p>1. Death Certificate of Rachel Jones, died 19 June 1890, Armidale Court House Death Register, 56/90.</p> <p>2. Death Certificate of Bernard Herzog, died 16 July 1908, Registrar of Birth, Deaths and Marriages NSW, 8958/1908.</p>
<p>2. Deceased estate files</p> <p>Title: State the document name on the file used giving its number and the name of the deceased.</p> <p>Provenance: State the government department from which the file originated.</p> <p>Repository: Give the current repository and archive office file number.</p>	<p>Footnote</p>	<p>1. Affidavit under the Stamp Act, Deceased Estate File Z 4817, John Chard, Stamp Duties Office, State Records NSW, 20/6992.</p>
<p>3. Wills</p> <p>Title: Give testator name and date of death.</p> <p>Provenance: State location (e.g. Supreme Court of New South Wales, Ecclesiastical Jurisdiction OR after 1890 Supreme Court of New South Wales, Probate Division).</p> <p>Repository: Give series and number OR identify a solicitor.</p>	<p>Footnote</p>	<p>1. Will of Joseph Daly, died 14 October 1875, Supreme Court NSW, Ecclesiastical Jurisdiction, Series 2, No. 1912.</p> <p>2. Will of William C. Proctor, died 23 November, 1905, Supreme Court NSW, Probate Division, Series 4, No. 36309.</p> <p>3. Will of John McLennan, died 24 August, 1901, A.W. Simpson and Co. Solicitors, Armidale.</p>
<p>4. Gravestones</p> <p>Locating graves in a cemetery can be difficult, so you need to provide the maximum amount of location detail.</p> <p>Person or peoples > date of death > epitaph > name and place of cemetery > grave location detail > Date you recorded the information.</p> <p>For some graves, locational information may vary e.g. some cemeteries do not have denominational divisions.</p>	<p>Footnote</p>	<p>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.</p>
<p>5. Property deeds</p> <p>There are two main systems of registering transfers of property:</p> <p>1. The Old System: (NSW until 1863) e.g. 1. refers to a book and number.</p> <p>2. Torrens system: (after 1863). e.g. 2. refers to a volume and folio.</p>	<p>Footnote</p>	<p>1. Conveyance, Solomon Cohen to Julia Hannah Cohen, 9 July 1863, Land Titles Office of New South Wales, Book 84, No. 610.</p> <p>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.</p>
<p>6. Hansard</p> <p>Verbatim transcripts of parliamentary debates and proceedings in electronic or print formats.</p> <p>Author: Identify which parliament (Australia or one of the States or Territories), which house of the parliament (Senate, House of Representatives, Legislative Assembly, Legislative Council, etc.), specific person if applicable.</p> <p>Title: Give the title of the publication.</p> <p>Details: Provide date, volume number, and page number/s.</p>	<p>Footnote</p>	<p>1. Australia, Senate, 2000, <i>Debates</i>, vol. S25, p. 25.</p> <p>2. Australia, House of Representatives, 2000, <i>Debates</i>, vol. HR103, pp. 2-9.</p> <p>3. The Hon. W. Haigh, Second Reading Speech, NSW Heritage Bill, NSW, Legislative Assembly, 21 September 1977, <i>Parliamentary Debates</i>, vol. 134, p. 8140.</p>
<p>7. Legislation</p> <p>e.g. acts, ordinances, bylaws</p> <p>Title: Cite the title and date exactly as they appear. Do not alter italics, capitalisation, spelling, or remove the article (a, an, the). Do NOT use italics for titles of delegated legislation and bills before a parliament (e.g. 3, 4).</p> <p>Details: Includes chapters, parts, divisions, subdivisions (e.g. 2.). Use lower case s/ss. (section/s), r/rr. (regulation/s). Sections and regulations can be even further subdivided into subsections and sub-regulations, paragraphs and subparagraphs (e.g. 5, 6).</p>	<p>Footnote</p>	<p>1. <i>Copyright Act 1968</i> (Cwlth).</p> <p>2. <i>Equal Opportunity Act 1984</i> (WA).</p> <p>3. Customs (Prohibited Imports) Regulations 1956 (Cwlth).</p> <p>4. Regulation of Genetic Material Bill 2000 (Cwlth).</p> <p>5. <i>Copyright Act 1968</i> (Cwlth), Part IV.</p> <p>6. <i>Copyright Act 1968</i> (Cwlth), Part IV, s. 4.</p> <p>7. <i>Copyright Act 1968</i> (Cwlth), Part IV, ss. 4-7.</p> <p>8. Customs (Prohibited Imports) Regulations 1956 (Cwlth), r. 2.</p> <p>9. <i>Airlines Equipment Amendment Act 1981</i> (Cwlth), s. 19 (1) (a) (ii).</p> <p>10. Public Service Regulations 1999 (Cwlth), r. 83 (2) (a) (ii).</p>
	<p>Repeated</p>	<p>4. Deceased Estate File Z 4817, John Chard.</p>
	<p>Bibliography</p>	<p>Armidale Court House Death Register, 56/90.</p>
	<p>Bibliography</p>	<p>State Records NSW, 20/6992.</p>
	<p>Bibliography</p>	<p>Supreme Court NSW, Ecclesiastical Jurisdiction, Series 2, No. 1912.</p>
	<p>Bibliography</p>	<p>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.</p>
	<p>Bibliography</p>	<p>Land Titles Office of New South Wales, Book 84, No. 610.</p>
	<p>Bibliography</p>	<p>NOTE: When making a bibliographic reference, in contrast to a footnote reference, do not repeat the full citation (see bibliographic reference for example 3). In the bibliography, rather like newspapers and similar texts, you need only have a general reference that includes the range of volumes and years consulted, rather than a series of separate entries.</p>
	<p>Bibliography</p>	<p>SAME AS FOOTNOTE</p>
	<p>Bibliography</p>	<p><i>Airlines Equipment Amendment Act 1981</i> (Cwlth).</p>
	<p>Bibliography</p>	<p>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.</p>

<p>8. Government publications</p> <p>The Votes and Proceedings of Parliament can be a very valuable source of information for historians.</p> <p>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).</p> <p>Details: Session of parliament, volume number, place of publication, publisher, publication date and page numbers.</p>	<p>Footnote</p>	<ol style="list-style-type: none"> 1. 'Annual report of the inspector of stocks and brands', <i>Votes and Proceedings of the Legislative Assembly of N.S.W.</i>, session 1885, vol. 3, Sydney, Government Printer, 1885, pp. 561-597. 2. 'By-laws of the Borough of Armidale', <i>Votes and Proceedings of the Legislative Assembly of NSW</i>, session 1868-9, vol. 3, Sydney, Government Printer, 1869, pp. 329-333. 3. 'Crown land under pastoral lease', (return to an order), <i>Votes and Proceedings of the Legislative Assembly of NSW.</i>, session 1878-9, vol. 6, Sydney, Government Printer, 1879, pp. 327-388. 4. 'Report from the Select Committee on the Armidale Roman Catholic Church, School, and Presbytery Land Sale Bill', <i>Votes and Proceedings of the Legislative Assembly of NSW</i>, Session 1881, vol. 5, Sydney, Government Printer, 1882, pp. 903-909.
	<p>Repeated</p>	<ol style="list-style-type: none"> 7. 'Annual report of the inspector of stocks and brands', 1885, p. 560.
	<p>Bibliography</p>	<p>'Annual report of the inspector of stocks and brands', <i>Votes and Proceedings of the Legislative Assembly of N.S.W.</i>, session 1885, vol. 3, Sydney, Government Printer, 1885.</p>
<p>9. Maps & plans</p> <p>Title: Describe the map or plan in terms of town, parish, county, etc. Give an edition number, date and State (if available).</p> <p>Provenance: Give the State government department or council from which the map originally came (private maps have no provenance).</p> <p>Repository: State where currently held (provenance and repository may be the same).</p>	<p>Footnote</p>	<ol style="list-style-type: none"> 1. Parish of Arding, County of Sandon, 4th edn, Lands Department, 27 September 1926, Mitchell Library Parish Maps. 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.
	<p>Repeated</p>	<ol style="list-style-type: none"> 10. Parish of Arding, County of Sandon, map, 27 September 1926.
	<p>Bibliography</p>	<p>Mitchell Library Parish Maps.</p>
<p>10. Letters, emails, facsimiles & telegrams</p> <p>Author & Recipient: State names of the author and the recipient as fully as possible.</p> <p>Form: e.g. letter, telegram, facsimile, email.</p> <p>Date: Give date of the letter or state as much detail as you can (e.g. 5 & e.g. 8).</p> <p>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.</p> <p>Repository: State the current owner of the letter.</p>	<p>Footnote</p>	<ol style="list-style-type: none"> 1. James S. White to A.J. Gould, letter, 10 August 1886, James S. White Letterbook, Mitchell Library MS 1350. 2. Josias 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 L.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.
	<p>Repeated</p>	<p>White to Gould, letter, 10 August 1886.</p>
	<p>Bibliography</p>	<p>Mitchell Library, MS 1350.</p>
<p>11. Autobiography</p> <p>Treat as a book – see item 29 on p. 7</p>	<p>Footnote</p>	<ol style="list-style-type: none"> 1. Sally Morgan, <i>My Place</i>, Fremantle, 1987, p. 36.
	<p>Repeated</p>	<ol style="list-style-type: none"> 4. Morgan, <i>My Place</i>, p. 48.
	<p>Bibliography</p>	<p>Morgan, Sally <i>My Place</i>, Fremantle, Fremantle Arts Centre Press, 1987.</p>
<p>12. Diaries</p> <p>Author: Identify the diary entry by date with the author's name.</p> <p>Repository: State where the diary is held or the current private owner of the diary.</p>	<p>Footnote</p>	<ol style="list-style-type: none"> 1. May Morse Diary, diary entry, 8 August 1902, original held by Mrs Margaret Johnstone (nee Morse), 9 College Avenue, Armidale, NSW.
	<p>Repeated</p>	<ol style="list-style-type: none"> 4. May Morse Diary, 12 August 1902.
	<p>Bibliography</p>	<p>May Morse Diary, original held by Mrs Margaret Johnstone (nee Morse), 9 College Avenue, Armidale, NSW.</p>
<p>13. Oral histories</p> <p>Author: Give the name of the person interviewed, relevance (e.g. 3 & 4) followed by the interviewer.</p> <p>Media: Provide the means used for recording the interview (if available).</p> <p>Place & date: State where and when the interview took place (if available).</p> <p>Repository: Include the place where the recording is held and an identifying number if the recording belongs to a specific collection.</p> <p>Permissions: Obtain the permission of the person as this is ethically important.</p>	<p>Footnote</p>	<ol style="list-style-type: none"> 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. 3. Barbara Piper, author's mother, interview by Andrew Piper, digital recording, Gisborne, New Zealand, 16 January 2006, in author's possession. 4. John McIndoe, Black Gully publican, interviewed by Joanne Smith, hand-written transcript, Launceston, 8 May 1983, Launceston Public Library, community history section, TSL/L/CH/hotels: 6783.
	<p>Repeated</p>	<ol style="list-style-type: none"> 4. Amos Porter, interview by Ron Maguire.
	<p>Bibliography</p>	<p>Porter, Amos interview by Ron Maguire, tape recording, Newholme, 12 December 1990, in author's possession.</p> <p>Perrott, E. interview by John Harris, tape recording, December 1982, University of New England Heritage Centre.</p>

<p>14. Personal verbal communication e.g. casual, telephone, face-to-face Author: Record the person and relevance Media/date: Give form and date. Permissions: Obtain the permission of the person as this is ethically important.</p>	<p>Footnote</p>	<p>1. Brian Browne, former Director Elmonton Nursing Home, pers. comm., telephone conversation, 16 April 1998. 2. Margaret Franks, author's maternal great-aunt, pers. comm., May 2005.</p>
<p>15. Personal reminiscence Personal reminiscences are important and valuable sources of history. Permissions: Prior consent of the unit coordinator is required before using personal reminiscences.</p>	<p>Footnote</p>	<p>1. Personal reminiscence of the author.</p>
<p>16. Photographs Fully documented photographs are rare but provide as much detail as possible. Details: Give short description of photograph followed by descriptor: 'photograph', then date. Use n.d. if undated. Repository: State where it is held or the current owner. Labelling: Caption any inserted figure such as a photograph with a description and footnote source e.g. Fig. 3: Photograph of William Consett Proctor¹ (attach a footnote).</p>	<p>Footnote</p>	<p>1. Panoramic View of Armidale, photograph, 1868 attributed, University of New England Heritage Centre, hanging on western wall. 2. William Consett Proctor, photograph, n.d., Mitchell Library Photographic collection PX 197. 3. Owens family, photograph, n.d., original held by Mrs Jessie Owens, 482 Niagara Street, Armidale. 6. Panoramic View of Armidale, photograph, 1868 attributed. 9. Proctor, photograph, n.d..</p>
<p>17. Sacred texts e.g. The Bible, Koran/Qu'ran, Talmud Give the book title followed by chapter and verse or equivalent, then state the version. Never use page numbers, only use chapter and verse or equivalent.</p>	<p>Footnote</p>	<p>1. The Bible, Matthew 7:17, King James version. 2. The Koran, 86.5-10, Hilali-Khan translation.</p>
<p>18. The Classics Format and publication: > historian's name > ancient title in italics; and in English (e.g. 1) or original language (e.g. 2) > use the ancient reference numbering system — NOT the page number. Variation: If you use a compendium of ancient evidence or quote an extract from another modern work instead of a complete translation of the ancient source directly, then you must cite the ancient source and the full publication details of the modern work (e.g. 3) and also note the translator (in edited works the editor/s is/are the translator/s) (e.g. 4).</p>	<p>Footnote</p>	<p>1. Livy, <i>From the Founding of the City</i>, 34.1-8. 2. Livy, <i>Ab Urbe Condita</i>, 34.1-8. 3. Livy, <i>Ab Urbe Condita</i>, 34.1-8, in <i>Roman Civilization: The Republic</i>, N. Lewis and M. Reinhold (eds), New York, 1951, p. 71. 4. Livy, <i>Ab Urbe Condita</i>, 34.1-8, in <i>Hannibal's War: Books 21-30</i>, (trans. J. C. Yardley), Oxford, 2006.</p>
<p>19. Plays & poetry Author: Cite the full name of the author. Title: Use maximum capitals, italics. Details: Give the exact location of the line/s: • Plays: e.g. act 3, scene 2, lines 7-13 • Poetry: e.g. lines 2-5</p>	<p>Footnote</p>	<p>1. William Shakespeare, <i>Romeo and Juliet</i>, act 2, scene 1, line 4. 2. Judith Wright, <i>South of My Days</i>, verse 4, lines 8-9.</p>
<p>20. Works of art (e.g. paintings, sketches, sculptures) artist > title of work > description > repository > date of creation.</p>	<p>Footnote</p>	<p>1. Auguste Rodin, <i>The Thinker</i>, bronze and marble sculpture, Musée Rodin, Paris, 1902.</p>
<p>21. Cartoons cartoonist's name and/or nom de plume > descriptor 'cartoon' > cartoon title in minimum capitals and enclosed in single inverted commas > publication details.</p>	<p>Footnote</p>	<p>1. Alan Moin, cartoon, 'The mentor', <i>Sydney Morning Herald</i>, 9 September 2014, p. 14. 2. Livingston Hopkins (Hop), cartoon, 'Capital and labor issues', <i>Bulletin</i>, 16 August 1890, reproduced in Stuart Macintyre, <i>A Concise History of Australia</i>, 3rd edn, Melbourne, 2009, p. 124. 5. Moin, 'The mentor'. 8. Hopkins, 'Capital and labor issues'. Bibliography <i>Sydney Morning Herald</i>. Macintyre, Stuart <i>A Concise History of Australia</i>, 3rd edn, Melbourne, Cambridge University Press, 2009.</p>

<p>22. Dictionaries</p> <p>Print: word > author or editor/s > title > edition > place of publication > date > page number/s.</p> <p>Online: word > author or editor/s > title > URL > when accessed.</p>	<p>Footnote</p>	<p>1. 'Historiography', Bas Aarts, Sylvia Chaulker and Edmund Weiner (eds), <i>The Oxford Dictionary of English Grammar</i>, 2nd edn, Oxford, 2014, p. 126.</p> <p>2. 'History', Anon., <i>Oxford Dictionaries</i>, http://www.oxforddictionaries.com/definition/english/history, accessed 14 November 2014.</p>
<p>23. Newspapers & magazines</p> <p>Author: State the author if available</p> <p>Article heading: State the heading of the article in single inverted commas, but omit if no heading is available.</p> <p>Title: Give the name and italicise. State the place of publication where it is not self-evident (e.g. 2, multiple towns published newspapers called <i>Argus</i>)</p> <p>Details: Give date of issue, then the page and column number (c.). If the text commences on one page and concludes on another, provide both sets of page numbers (e.g. 5).</p>	<p>Footnote</p>	<p>1. Adam Sage, 'The little corner of France that is forever Spanish', <i>The Times</i>, 6 September 2002, p. 20, c. 1.</p> <p>2. Anon., 'Bushranging on the rise', <i>Argus</i>, Melbourne, 5 December 1864, p. 3.</p> <p>3. 'For sale notice', <i>Armidale Express</i>, 3 August 1887, p. 5.</p> <p>4. 'Notes from our travelling reporter', <i>Town and Country Journal</i>, 6 January 1874, p. 16.</p> <p>5. D.G. Shaw, 'Marvels of new gas stoves', <i>Australian Ladies Monthly</i>, 3 May 1938, pp. 24-6, 32.</p>
<p>24. Media releases</p> <p>Author: Attribute to a media officer (e.g. 1) or person responsible for making a comment (e.g. 2).</p> <p>Title: Record the title of the release, and write 'media release' after title</p> <p>Details: State place and full date of the release.</p>	<p>Footnote</p>	<p>1. Jim Scanlan, 'Exhibition casts light on medicine's darkest page', media release, University of New England, Armidale, 12 March 2008.</p> <p>2. Peter Batchelor, Victorian Minister for Public Transport, 'New accreditation scheme for taxi, bus and hire car drivers', media release, Parliament House, Melbourne, 1 June 2006.</p>
<p>25. Audio & multimedia works</p> <p>Includes, film, video, television programs, CD-ROMs radio, YouTube/Vimeo.</p> <p>Director/author: If no person, begin footnote with the title. For YouTube, credit the person who posted the video as the author using the person's real name and/or screen name.</p> <p>Title: Use maximum capitals and italics followed by format</p> <p>Details: use available information e.g. State city or town of recording, date of recording or upload, URL, and any special credits.</p> <p>Bibliography: With television, radio and YouTube, the detail is in the footnote.</p>	<p>Footnote</p>	<p>1. Peter Weir (director), <i>Gallipoli</i>, video recording, Sydney, 1981.</p> <p>2. <i>Frontier: Stories from White Australia's Forgotten War</i>, CD-ROM, Sydney, 1997.</p> <p>3. Wolfgang Becker (director), <i>Goodbye Lenin</i>, DVD, Richmond, 2004.</p> <p>4. Channel 9, <i>The Future of Work</i>, television broadcast, Sydney, 19 October 1983.</p> <p>5. <i>Leading by proxy: Governor Ralph Darling</i>, interview between Kelly Fuller and Erin Ihde, radio broadcast, ABC New England North West, 1 May 2012, http://www.abc.net.au/local/audio/2012/04/30/3492168.htm, accessed 14 November 2014.</p> <p>6. Krhone, <i>Wild colonial boy—Mick Jagger</i>, YouTube, uploaded 9 June 2006, http://www.youtube.com/watch?v=Yr7bBaC86pY, accessed 14 November 2014.</p>
<p>26. Music & songs</p> <p>Music: composer > instrumental > title of musical score > publication details.</p> <p>Songs: performer > title > authorship > publication details.</p>	<p>Footnote</p>	<p>1. Igor Stravinsky, 'The basoon solo', <i>The Rite of Spring</i>, music score, London, 1975, p. 34</p> <p>2. Mick Jagger, <i>The Wild Colonial Boy</i>, traditional song, in Tony Richardson (director), <i>Ned Kelly</i>, film, United Kingdom, 1970.</p>
<p>27. Mobile apps</p> <p>author > descriptor 'mobile application software' > title > version > publication date > web address > date accessed.</p>	<p>Footnote</p>	<p>1. National Geographic Society, mobile application software, <i>About 50 Greatest Photographs of National Geographic</i>, version 1.3, 2011, http://www.nationalgeographic.com/apps, accessed 14 November 2014.</p>
	<p>Repeated</p>	<p>5. National Geographic Society, <i>About 50 Greatest Photographs</i>.</p>
	<p>Bibliography</p>	<p>SAME AS FOOTNOTE</p>

<p>28. Social media</p> <p>(a) blogs e.g. footnote 1 (b) wikis e.g. footnote 2 (c) blog comments e.g. footnote 3 (d) unit forums e.g. footnote 4</p> <p>(a) blog > author of posted material > title of the work posted followed by a description > date originally produced > name of the blog in italics > title given to the blog by the blogger > blog web address > date accessed by you.</p> <p>(b) wiki > author of posted material > title of the work posted > name of the wiki in italics > host of the wiki > date of posting > wiki web address > date accessed by you.</p> <p>(c) blog comment > author of posted material > title of the posting commented on > name of the host site in italics > date of posting > web address > date accessed by you.</p> <p>(d) unit forums > author of posted material followed by the name of the person to who made the initial posting > title of the posting > title of the forum > name of the unit in italics > name of institution > date of posting.</p>	<p>Footnote</p> <ol style="list-style-type: none"> 1. Winston Peters, 'The way ahead: One country, one electoral franchise', New Zealand First speech, 13 September 2000, in <i>Kiwiblog</i>, 'The Sep 2000 Peters Speech', http://www.kiwiblog.co.nz/2006/10/the_sep_2000_peters_speech.html, accessed 14 August 2012. 2. Aridd, 'This hypothesis is no longer widely accepted', in 'Talk: Moriori People', <i>Wikipedia</i>, 12 September 2008, http://en.wikipedia.org/wiki/Talk%3AMoriori, accessed 30 July 2012. 3. Sam, comment posted on 'Moriori Culture', <i>Virtual New Zealand</i>, 2011, http://www.virtualoceania.net/newzealand/culture/moriori/, accessed 27 July 2012. 4. Andrew Piper, response to Linda Finlay, 'Union involvement', Topic 2: The history of heritage', discussion forum, <i>HIST335/435: Heritage Conservation</i>, School of Humanities, University of New England, NSW, 15 July 2014.
	<p>Repeated</p> <ol style="list-style-type: none"> 5. Peters, 'The Way Ahead'. 6. Aridd, 'This hypothesis'. 9. Sam, comment posted on 'Moriori Culture'. 16. Piper, response to Finlay.
	<p>Bibliography</p> <p><i>Kiwiblog</i>, 'The Sep 2000 Peters Speech', http://www.kiwiblog.co.nz/2006/10/the_sep_2000_peters_speech.html, accessed 14 August 2012.</p> <p>'Talk: Moriori People', <i>Wikipedia</i>, 12 September 2008, http://en.wikipedia.org/wiki/Talk%3AMoriori, accessed 30 July 2012.</p> <p><i>Virtual New Zealand</i>, 2011, http://www.virtualoceania.net/, accessed 27 July 2012.</p> <p>Piper, Andrew response to Finlay, Linda Union involvement', 'Topic 2: The history of heritage', discussion forum, <i>HIST335/435: Heritage Conservation</i>, School of Humanities, University of New England, NSW, 15 July 2014.</p>
	<p>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.</p> <p>NOTE 2: Wikipedia is not an appropriate academic source, except when you are writing about Wikipedia itself.</p>

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.

<p>29. Books</p> <p>(a) print</p> <p>(b) online (e-book/Kindle)</p> <p>(c) books with editions and volumes</p> <p>Order: Pay particular attention to punctuation in the examples and order of presentation.</p> <p>Author: Place author's initials or forenames before the surname in the footnote. Reverse the order for the bibliography.</p> <p>Online: Use URL or the DOI or if downloaded from publisher or bookseller, indicate file format, e.g. Kindle edition. (or PDF, e-book).</p> <p>Pages: Use page number; if no page number use paragraph, chapter, section or write (unpaginated).</p> <p>Editions and volumes: State in the correct order. The edition number goes immediately after the title e.g. (c) 2. Indicate the number of volumes, e.g. (c) 1 & 3, immediately before the place of publication. Show the volume you are using with small plain text before the page number e.g. (c) 3.</p>	<p>(a) Footnote</p> <ol style="list-style-type: none"> 1. Richard Vaughan, <i>Philip the Bold</i>, London, 1962, p. 230.
	<p>Repeated</p> <ol style="list-style-type: none"> 6. Vaughan, <i>Philip</i>, p. 235.
	<p>Bibliography</p> <p>Vaughan, Richard <i>Philip the Bold</i>, London, Longman, 1962.</p>
	<p>(b) Footnote</p> <ol style="list-style-type: none"> 1. Richard Vaughan, <i>Philip the Bold</i>, Kindle edn, London, 2006, http://www.netlibrary.net/html.book.philip_bold, accessed 14 November 2014, p. 45.
	<p>Repeated</p> <ol style="list-style-type: none"> 8. Vaughan, <i>Philip</i>, p. 28.
	<p>Bibliography</p> <p>Vaughan, Richard <i>Philip the Bold</i>, Kindle edn, London, Longman, 2006, http://www.netlibrary.net/html.book.philip_bold, accessed 14 November 2014.</p>
	<p>(c) Footnote</p> <ol style="list-style-type: none"> 1. Steven Runciman, <i>A History of the Crusades</i>, 3 vols, Cambridge, 1951–54, i, p. 23. 2. Norman Cohn, <i>The Pursuit of the Millennium</i>, 2nd edn, New York, 1970, p. 17. 3. Frederick Pollock and Frederic William Maitland, <i>The History of English Law</i>, 2nd edn, 2 vols, Cambridge, 1898, ii, p. 617.
<p>Repeated</p> <ol style="list-style-type: none"> 13. Pollock and Maitland, <i>The history</i>, p. 169. 	
<p>Bibliography</p> <p>Cohn, Norman <i>The Pursuit of the Millennium</i>, 2nd edn, New York, Oxford University Press, 1970.</p> <p>Pollock, Frederick and Maitland, Frederic William <i>The History of English Law</i>, 2nd edn, 2 vols, Cambridge, Cambridge University Press, 1898.</p> <p>Runciman, Steven <i>A History of the Crusades</i>, 3 vols, Cambridge, Cambridge University Press, 1951–54.</p>	
<p>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.</p>	
<p>30. Website pages</p> <p>Author: If no author can be found, write Anon. (for anonymous) in the author position.</p> <p>Title: Italicise name of the web site. Use maximum capitals. If you are using a section of a website, then place the section name in single inverted commas, using minimum capitals, plain text.</p> <p>Page: no page, write (unpaginated) where you would normally write the page number.</p>	<p>Footnote</p> <ol style="list-style-type: none"> 1. A. M. Sellar (trans.), <i>Bede's Ecclesiastical History of England</i>, London, 1907, book 1, chap. v, in Christian Classics Ethereal Library, http://www.ccel.org/b/bede/history/htm/v.vi.htm, accessed 14 September 2014.
	<p>Repeated</p> <ol style="list-style-type: none"> 6. Sellar, <i>Bede's History</i>, book 1, chap. iv.
	<p>Bibliography</p> <p>Sellar, A. M. (trans.) <i>Bede's Ecclesiastical History of England</i>, London, 1907, in Christian Classics Ethereal Library, http://www.ccel.org/b/bede/history/htm/v.vi.htm, accessed 14 September 2014.</p>
<p>NOTE: Where a web page indicates a date when last revised/updated, include this date after the web page title e.g. Ballarat Fine Art Gallery and University of Ballarat, 'Eureka', updated February 1999, http://www.amol.org.au/eureka/gallery1/index.htm, accessed 14 November 2014.</p>	

<p>31. Journal articles</p> <p>(a) Article in a journal (print)</p> <p>(b) Article in an online journal</p> <p>Academic journals are peer-reviewed periodicals. They contain articles (research and reviews) by discipline authors and are highly valued as a source of information.</p> <p>Author: Use the authors/s of the article.</p> <p>Title: Punctuate the article title with minimum capitals (except for proper nouns) and enclose in single inverted commas. Punctuate the journal title with maximum capitals and italics.</p> <p>Footnote details: Include volume, date and pages you are citing from.</p> <p>Bibliography details: If you accessed an electronic copy, then you must include the doi/URL followed by date you accessed the site. Include the full page range of the article.</p>	<p>(a) Footnote</p>	<p>1. Bruce Scates, Frank Bongiorno, Rebecca Wheatley and Laura James, 'Such a great space of water between us': Anzac Day in Britain, 1916-39', <i>Australian Historical Studies</i>, vol. 45, iss. 2, 2014, p. 223.</p>
	<p>Repeated</p>	<p>8. Scates <i>et al.</i>, 'Such a great space', pp. 224-6.</p>
	<p>Bibliography</p>	<p>Scates, Bruce; Bongiorno, Frank; Wheatley, Rebecca and James, Laura 'Such a great space of water between us': Anzac Day in Britain, 1916-39', <i>Australian Historical Studies</i>, vol. 45, iss. 2, 2014, pp. 220-241.</p>
	<p>(b) Footnote</p>	<p>1. Sander M. Goldberg, 'Plautus on the Palatine', <i>Journal of Roman Studies</i>, vol. 88, 1998, p. 12.</p>
	<p>Repeated</p>	<p>12. Goldberg, 'Plautus on the Palatine', p. 9.</p>
	<p>Bibliography</p>	<p>Goldberg, Sander M. 'Plautus on the Palatine', <i>Journal of Roman Studies</i>, vol. 88, 1998, pp. 1-20, http://dx.doi.org/10.2307/300802, accessed 14 November 2014.</p>
<p>NOTE: http://dx.doi.org/10.2307/300802 is direct link URL with a doi embedded. It can also be written as doi:10.2307/300802 The letters doi are lower case, followed by a colon and no space. Make sure you remove the hyperlink and any underlining.</p>		
<p>32. Chapters in edited books</p> <p>An edited book is one that contains separate chapters by different authors.</p> <p>Author: Use the author of the chapter.</p> <p>Title: Punctuate the article title with minimum capitals (except for proper nouns) and enclose in single inverted commas. Punctuate the book title with maximum capitals and italics.</p> <p>Editor/s: Must include the name/s of the editor/s with ed. or eds following in brackets.</p>	<p>Footnote</p>	<p>1. Joel T. Rosenthal, 'When did you last see your grandfather?', in <i>Crown, Government and People in the Fifteenth Century</i>, Rowena E. Archer (ed.), Stroud, 1995, pp. 229.</p>
	<p>Repeated</p>	<p>5. Rosenthal, 'When did you', p. 240.</p>
	<p>Bibliography</p>	<p>Rosenthal, Joel T. 'When did you last see your grandfather?', in <i>Crown, Government and People in the Fifteenth Century</i>, Rowena E. Archer (ed.), Stroud, Alan Sutton, 1995, pp. 223-44.</p>
	<p>NOTE 1: In the bibliography, include the FULL page range of the chapter. NOTE 2: Do not give chapter titles if you are using a chapter from a book which is all by the same author.</p>	
<p>33. Unpublished reports</p> <p>State individual, government department or consultancy that drafted a report, and the client for whom it was prepared. Identify volume, date and pages.</p> <p>Record the title of the paper in single inverted commas to indicate that it is an unpublished paper. Use minimum capitals.</p>	<p>Footnote</p>	<p>1. Freeman Collett & Partners, 'Conservation analysis report', vol. 1 of 4, 'Dockyard precinct conservation plan', unpublished report prepared for the Port Arthur Historic Site Management Authority, 1992, pp. 6-10.</p>
	<p>Repeated</p>	<p>7. Freeman Collett & Partners, 'Conservation analysis report', p. 14.</p>
	<p>Bibliography</p>	<p>SAME AS FOOTNOTE BUT NEED TO REMOVE THE COMMA FOLLOWING Partners</p>
	<p>NOTE: Where individual authorship is given rather than a business name, use surname, first name format.</p>	
<p>34. Dissertations & theses</p> <p>Record the title of theses in single inverted commas to indicate that it is an unpublished document OR not a formal publication.</p>	<p>Footnote</p>	<p>1. D.A. Roberts, 'Binjang or the second vale of tempe: The frontier at Wellington Valley, New South Wales, 1817-1851', unpublished Ph.D. thesis, University of Newcastle, 2000, p. 5. 2. Frances E. Windolf, 'Permanent reflections?: public memorialisation in Queensland's Sunshine Coast region', published M.A. thesis, University of New England, https://e-publications.une.edu.au/vital/access/manager/Repository/une:13855, accessed 14 November 2014.</p>
	<p>Repeated</p>	<p>8. Roberts, 'Binjang', p. 64.</p>
	<p>Bibliography</p>	<p>Roberts, D.A. 'Binjang or the second vale of tempe: The frontier at Wellington Valley, New South Wales, 1817-1851', unpublished Ph.D. thesis, University of Newcastle, 2000.</p>
<p>35. Conferences, seminars and lectures</p> <p>Reference information obtained from a conference, seminar or lecture may be verbal, print or in multi-media form.</p> <p>Author: Record the presenter's name</p> <p>Title: Use single inverted commas (indicating that it is unpublished).</p> <p>Details: Give the name of the conference or seminar series, where the conference/seminar was held, and the date/s of the conference or the date of the seminar.</p>	<p>Footnote</p>	<p>1. Michael Smith, 'The Launceston railway workshops redevelopment', paper presented to the National Railway Heritage Conference: Thinking rail, lessons from the past, the way of the future, Tamworth, 28-30 September 2005. 2. Erin Ihde, 'Do not panic: Hawkwind and the cold war (an audio-visual extravaganza!)', paper presented to the Classics and History Seminar Series, University of New England, Armidale, 14 March 2008.</p>
	<p>Repeated</p>	<p>6. Smith, 'Launceston railway workshops'.</p>
	<p>Bibliography</p>	<p>Smith, Michael 'The Launceston railway Workshops Redevelopment', paper presented to the National Railway Heritage Conference: Thinking rail, lessons from the past, the way of the future, Tamworth, 28-30 September 2005.</p>
	<p>NOTE: Conference and seminar papers may subsequently be published. Where a paper has been published, you should endeavour to locate it and make reference to it rather than the original presentation.</p>	
<p>36. Reading on eReserve (Dixon Library)</p>	<p>Treat the reference as you would any other reference of its type. You do not have to reference to eReserve.</p>	
<p>37. Encyclopaedias</p> <p>>entry author > subject title in single inverted commas > name of encyclopaedia in italics > authorship of encyclopaedia > publication details.</p>	<p>Footnote</p>	<p>Julie Horton, 'Abortion', in <i>Encyclopedia of Activism and Social Justice</i>, Gary L. Anderson & Kathryn G. Herr (eds), pp. 7-10, doi.org/10.4135/9781412956215.n3, accessed 14 November 2014.</p>
	<p>Repeated</p>	<p>Horton, 'Abortion', p. 10.</p>
	<p>Bibliography</p>	<p>Anderson, Gary L. and Herr, Kathryn G. (eds) <i>Encyclopedia of Activism and Social Justice</i>, doi.org/10.4135/9781412956215.n3, accessed 14 November 2014.</p>

<p>38. Unit topic notes & lectures</p> <p>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.</p>	<p>Footnote</p>	<p>1. Andrew Piper, 'Topic 8: Cities & city life', topic notes, <i>HIST150: Colonial Australia</i>, School of Humanities, University of New England, NSW, trimester 1, 2014.</p> <p>2. Erin Ihde, 'Populate or perish', lecture, <i>HIST151: Modern Australia</i>, School of Humanities, University of New England, NSW, 2 September 2014.</p>
<p>39. Podcasts/Vodcasts</p> <p>Podcast: a lecture or seminar that is audio only (e.g. 1).</p> <p>Vodcast: a lecture or seminar that is BOTH audio and video that can include powerpoint slides (e.g. 2).</p>	<p>Footnote</p>	<p>1. Lloyd Weeks, 'The quest for copper: how Arabia shaped the horizons of the bronze age world', podcast, Research Seminar Series, School of Humanities, University of New England, NSW, 24 October 2014, http://www.une.edu.au/about-une/academic-schools/school-of-humanities/, accessed 14 November 2014.</p> <p>2. Brett Holman, 'Britishness and airmindedness in the 20th century', vodcast, Research Seminar Series, School of Humanities, University of New England, NSW, 3 October 2014, http://www.une.edu.au/about-une/academic-schools/school-of-humanities/, accessed 14 November 2014.</p>
<p>40. Quoted in/cited in/reproduced in</p> <p>e.g. 1. 'Quoted in' means you are either quoting or paraphrasing from a quote in the source you are reading</p> <p>> original author of work > title of work in italics > details of publisher, year > page > quoted in the author of the work you read > title/s > details.</p> <p>e.g. 2. 'Cited in' means that you are using an idea cited in (but not quoted) in the source you are reading.</p> <p>> original author of work > title of work in italics > publisher, year > page > cited in the author of the work you read > title/s > details.</p> <p>e.g. 3. Reproduced in means that the author copied a substantial document e.g. letter, diary entry, song, poem.</p> <p>> 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.</p> <p>Bibliography: Only cite the actual source that you read.</p>	<p>Footnote</p>	<p>1. Michel Foucault, <i>Discipline and Punish: The Birth of the Prison</i>, London, Allen Lane, 1997, p. 27, quoted in Clare Anderson, 'The genealogy of the modern subject: Indian convicts in Mauritius, 1814-1853', in <i>Representing Convicts: New Perspectives on Convict Forced Labour Migration</i>, Ian Duffield and James Bradley (eds), London, 1997, p. 165.</p> <p>2. Barry Smart, 'On discipline and social regulations: a review of Foucault's genealogical analysis' in <i>The Power To Punish</i>, David Garland and Peter Young (eds), Aldershot, Ashgate Publishing, 1992, p. 77, cited in Clare Anderson, 'The genealogy of the modern subject: Indian convicts in Mauritius, 1814-1853', in <i>Representing Convicts: New Perspectives on Convict Forced Labour Migration</i>, Ian Duffield and James Bradley (eds), London, 1997, p. 165.</p> <p>3. William H. Oliver, 'The Moriori', in A. H. McLintock (ed.), <i>An Encyclopaedia of New Zealand</i>, Wellington, New Zealand Government, 1966, pp. 83-88, reproduced in <i>Te Ara Encyclopedia of New Zealand</i>, http://www.teara.govt.nz/en/1966/history-myths-in-new-zealand/10, accessed 30 July 2012.</p>
	<p>Repeated</p>	<p>8. Foucault, <i>Discipline and Punish</i>, p. 27, quoted in Anderson, 'Genealogy of the modern subject', p. 165.</p> <p>10. Smart, 'On discipline and social regulations', p. 77, cited in Anderson, 'Genealogy of the modern subject', p. 165.</p> <p>12. Oliver, 'The Moriori', pp. 83-88, reproduced in <i>Te Ara Encyclopedia of New Zealand</i>.</p>
	<p>Bibliography</p>	<p>Anderson, Clare 'The genealogy of the modern subject: Indian convicts in Mauritius, 1814-1853', in <i>Representing Convicts: New Perspectives on Convict Forced Labour Migration</i>, Ian Duffield and James Bradley (eds), London, Leicester University Press, 1997, pp. 164-182.</p> <p>McLintock, A. H. (ed.) <i>An Encyclopaedia of New Zealand</i>, Wellington, New Zealand Government, 1966, reproduced in <i>Te Ara Encyclopedia of New Zealand</i>, http://www.teara.govt.nz/en/1966/history-myths-in-new-zealand/10, accessed 30 July 2012.</p>

Example Bibliography

Bibliography

Rules

DO NOT NUMBER YOUR ENTRIES OR USE DOT POINTS.

1.5 OR DOUBLE SPACE THE ENTIRE REFERENCE LIST.

PUT ALL REFERENCE ITEMS IN HANGING INDENT FORMAT.

INSERT AN ADDITIONAL LINE SPACE BETWEEN REFERENCES FOR READABILITY.

Notes

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.

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.

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.

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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.