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 so that the person assessing your work can see where your arguments and evidence are coming from.

How to footnote (Do NOT use endnotes.)
When you need to footnote, you should insert a superscripted numeral (use the Word tool: > INSERT > FOOTNOTE) at the end of the sentence after the full stop. Word then automatically places that footnote number at the foot of the page and continues to number consecutively throughout the essay. A footnote begins with a capital letter and ends with a full stop. Align the footnote text vertically on the left-hand side as shown in the example below. This then separates the footnote number from the text, making the footnotes more readable.


More than one work may be cited in a single footnote
You may show that the same information is supported in more than one source of information, so you put more than one author in a single footnote. The order of citation is alphabetical according to authors’ surnames.

Semicolons are used to separate each of the references. However, it is conventional to place the primary source first when primary and secondary sources are cited in a single footnote, regardless of alphabetical order e.g.

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.

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 all Latin), begins with a capital letter, is followed by full stop if referring to the same page (e.g. 20) or if referring to a different page it must be included (e.g. 19).

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

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

<table>
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<tr>
<td>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.</td>
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<tr>
<td>Use ‘and’ between authors.</td>
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<tr>
<td>Where there are multiple authors, cite all of the authors in full for the first time, and thereafter use the abbreviation et al., meaning ‘and others’. et al. (in italics, end with full stop)</td>
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<tr>
<td>If no author’s name cannot be located, use the term ‘Anon.’ (for ‘Anonymous’, use full stop for abbreviation)</td>
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| --- | --- |
| 1. Published works require maximum capitals and italisation 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. |

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

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<tr>
<td>Place ed. (one editor) OR eds (more than one editor) after the editor/s name in round brackets.</td>
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<tr>
<td>Provide place and date of publication. Only include name of publisher in the bibliography reference.</td>
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| ‘n.p.’ means no place of publication  
‘n.d.’ means ‘no date’ |

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<tr>
<td>Use p. for single page, pp. for page spans. If no pages, write unpaginated in round brackets.</td>
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| --- | --- |
| 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 (e.gproxy) by providing only the root of the URL. Delete the ezproxy string. |

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

| Capitalise ONLY the first word, proper nouns (e.g. names of people, cultural groups, places) and initial of every MAJOR word in the title—conjunctions, articles and short prepositions are not considered major words e.g. *Journal of Australian Colonial History*. |

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<tbody>
<tr>
<td>abr. = abridged (as in abridged edition), anon. = anonymous, ch. = chapter, c. = column or circa (approximate date), edn = edition, ed. = editor, eds = editors, et al. = and others, fac. = facsimile (as in facsimile edition), Fig. = figure, iss. = issue, ibid. = as immediately above, n.d. = not dated, n.p. = no place of publication given, no. = number, p. = page, pp. = pages, pers. comm. = personal communication, rev. = revised (as in revised edition), vol. = volume, vols = volumes</td>
<td></td>
</tr>
</tbody>
</table>

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**Teaching and Learning Support (TaLS) – Fact Sheets Page**

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

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

1. **Death certificates**
   - **Title**: Describe very fully to distinguish it from all other similar documents. Give the name of the deceased and the date of death.
   - **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.

2. **Deceased estate files**
   - **Title**: State the document name on the file used giving its number and the name of the deceased.
   - **Provenance**: State the government department from which the file originated. Repository: Give the current repository and archive office file number.

3. **Wills**
   - **Title**: Give testator name and date of death.
   - **Provenance**: State location (e.g. Supreme Court of New South Wales, Ecclesiastical Jurisdiction OR after 1890 Supreme Court of New South Wales, Probate Division).
   - **Repository**: Give series and number OR identify a solicitor.

4. **Gravestones**
   - Locating graves in a cemetery can be difficult, so you need to provide the maximum amount of location detail.
   - Person or peoples > date of death > epitaph > name and place of cemetery > grave location detail > Date you recorded the information.
   - For some graves, locational information may vary e.g. some cemeteries do not have denominational divisions.

5. **Property deeds**
   - There are two main systems of registering transfers of property:
     - 1. **The Old System** (NSW until 1863) e.g. 1. refers to a book and folio.
     - 2. **Torrens system** (after 1863) e.g. 2. refers to a volume and folio.

6. **Hansard**
   - Verbatim transcripts of parliamentary debates and proceedings in electronic or print formats.
   - **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.
   - **Title**: Give the title of the publication.
   - **Details**: Provide date, volume number, and page number/s.

7. **Legislation**
   - e.g. acts, ordinances, bylaws
   - **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).
   - **Details**: Includes chapters, parts, divisions, subdivisions (e.g. 2.). Use lower case s/ss. (section/s), r/r. (regulation/s). Sections and regulations can be even further subdivided into subsections and sub-regulations, paragraphs and subparagraphs (e.g. 5, 6).

### Footnotes

- 1. Death Certificate of Rachel Jones, died 19 June 1890, Armidale Court House Death Register, 56/90.
- 4. Death Certificate of Rachel Jones, died 19 June 1890.
- 1. Affidavit under the Stamp Act, Deceased Estate File Z 4817, John Chard.
- 6. Will of Joseph Daly, died 14 October 1875.
- 1. Will of Joseph Daly, died 14 October 1875, Supreme Court NSW, Ecclesiastical Jurisdiction, Series 2, No. 1912.
- 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.
- 4. M. & W. Harrison, grave marker epitaph.
- The Hon. W. Haigh, Second Reading Speech, NSW Heritage Bill.

### Bibliography

- Armidale Court House Death Register, 56/90.
- State Records NSW, 20/6992.
- Supreme Court NSW, Ecclesiastical Jurisdiction, Series 2, No. 1912.
- 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.
- Land Titles Office of New South Wales, Book 84, No. 610.
- Australian Airlines Equipment Amendment Act 1981 (Cwlth), s. 19 (1) a (ii).
- Airlines Equipment Amendment Act 1981 (Cwlth), r. 83 (2) (a) (ii).
- Copyright Act 1968 (Cwlth).
- Public Service Regulations 1999 (Cwlth), r. 83 (2) (a) (ii).
- SAME AS FOOTNOTE
- Airlines Equipment Amendment Act 1981 (Cwlth).

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.

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

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

**Provenance:** State the original government department or council from which the map or plan originated (private maps have no provenance).

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

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

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Footnote

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Bibliography

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9. Maps & plans

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

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

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

---

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

---

Bibliography
10. Parish of Arding, County of Sandon, map, 27 September 1926.

---

10. Letters, emails, facsimiles & telegrams

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

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

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

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

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

---

Footnote
3. Duncan McKay to Eleanor Hubbard, 3 March 1902, copy held in the University of New England Heritage Centre.
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, NSWTR, 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.

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Bibliography
1. James S. White to Gould, letter, 10 August 1886.

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11. Autobiography

Treat as a book – see item 29 on p. 7

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Footnote

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Bibliography

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12. Diaries

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

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

---

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

---

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

---

13. Oral histories

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

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

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

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

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

---

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

---

Bibliography
1. Amos Porter, interview by Ron Maguire.

---
### Footnote
1. Brian Browne, former Director Elmonton Nursing Home, pers. comm., telephone conversation, 16 April 1998.

### Bibliography
1. Personal reminiscence of the author.

### Footnote
1. Panoramic View of Armidale, photograph, 1868 attributed, University of New England Heritage Centre, hanging on western wall.
3. Owens family, photograph, n.d., original held by Mrs Jessie Owens, 482 Niagara Street, Armidale.

### Bibliography
Panoramic View of Armidale, photograph, 1868 attributed.

### Footnote
1. The Bible, Matthew 7:17, King James version.

### Bibliography
The Bible, King James version.

### Footnote
1. Livy, Ab Urbe Condita, 34.1-8.

### Bibliography
1. Livy From the Founding of the City. 34.1-8.
2. Livy Ab Urbe Condita. 34.1-8.
9. Livy Ab Urbe Condita, 34.1-8, in Roman Civilization, p. 72.
16. Livy, Ab Urbe Condita, 34.1-8, in Hannibal’s War.

### Footnote
1. Shakespeare, William Romeo and Juliet, act 2, scene 1, line 4.

### Bibliography

### Footnote

### Bibliography
Rodin, Auguste The Thinker, bronze and marble sculpture, Musée Rodin, Paris, 1902.

### Footnote

### Bibliography
Sydney Morning Herald.

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This is a summary of the documentation guidelines for various types of sources. The guidelines cover a range of formats, including texts, artworks, and personal communications. Each type of source has specific requirements for citation, such as the name of the author, date of publication, and repository details. For instance, sacred texts require the name of the author, date of publication, and full publication details. Personal communications need to include the name of the person and the relevance of the information. Photographs should include a description and a footnote, and their current owner and repository details should be provided. Personal reminiscences are important and require prior consent of the unit coordinator before using personal reminiscences. The guidelines also cover the citation of plays and poetry, focusing on the title, author, and date of publication. Works of art include the name of the artist, title of the work, and description. Cartoons require the name of the cartoonist and publication details. The guidelines are designed to ensure that all sources are cited accurately and ethically.

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The Teaching and Learning Support (TaLS) – Fact Sheets Page | 5
http://www.une.edu.au/current-students/resources/academic-skills/fact-sheets
<table>
<thead>
<tr>
<th>22. Dictionaries</th>
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<tr>
<td>Print: word &gt; author or editor/s &gt; title &gt; edition &gt; place of publication &gt; date &gt; page number/s.</td>
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<tr>
<td>Online: word &gt; author or editor/s &gt; title &gt; URL &gt; when accessed.</td>
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<td>Article heading: State the heading of the article in single inverted commas, but omit if no heading is available.</td>
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<tr>
<td>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 Argus)</td>
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<tr>
<td>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. p. 5).</td>
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<td>Title: Record the title of the release, and write ‘media release’ after title</td>
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<td>Details: State place and full date of the release.</td>
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<td>Includes, film, video, television programs, CD-ROMs radio, YouTube/Vimeo.</td>
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<tr>
<td>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.</td>
</tr>
<tr>
<td>Title: Use maximum capitals and italics followed by format</td>
</tr>
<tr>
<td>Details: use available information e.g. State city or town of recording, date of recording or upload, URL, and any special credits.</td>
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<tr>
<td>Bibliography: With television, radio and YouTube, the detail is in the footnote.</td>
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<td>Songs: performer &gt; title &gt; authorship &gt; publication details.</td>
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<th>27. Mobile apps</th>
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<td>Author &gt; descriptor ‘mobile application software’ &gt; title &gt; version &gt; publication date &gt; web address &gt; date accessed.</td>
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**Footnote**


**Repeated**


**Bibliography**


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**NOTE:** With English-language newspapers, only *The Times* of London and *The Economist* take the definite article. Foreign-language newspapers, such as *Le Monde* and *Der Spiegel*, retain their definite articles.

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**Footnote**

3. ‘For sale notice’, *Armidale Express*, 3 August 1887, p. 5.

**Repeated**


**Bibliography**


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**Footnote**

3. ‘For sale notice’, *Armidale Express*, 3 August 1887, p. 5.

**Repeated**


**Bibliography**


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**Footnote**


**Repeated**


**Bibliography**


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**Footnote**


**Bibliography**


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**Footnote**

1. Igor Stravinsky, ‘The basoon solo’, *The Rite of Spring*, music score, London, 1975, p. 34

**Repeated**


**Bibliography**

**Repeated**


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**Footnote**


**Repeated**


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**Bibliography**

SAME AS FOOTNOTE

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Teaching and Learning Support (TaLS) – Fact Sheets Page | 6

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

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

#### 29. Books

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<td>(c) books with editions and volumes</td>
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<tr>
<td>Author: Place author’s initials or forenames before the surname in the footnote. Reverse the order for the bibliography.</td>
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<tr>
<td>Online: Use URL or the DOI if downloaded from publisher or bookseller indicated file format, e.g. <em>Kindle</em> edition, (or PDF, e-book).</td>
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</tr>
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<td>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 &amp; 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.</td>
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**Repeats**

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**Repeats**

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

#### 30. Website pages

| Author: If no author can be found, write Anon. (for anonymous) in the author position. |
| 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. |
| Page: no page, write (unpaginated) where you would normally write the page number. |

**Footnote**


**Bibliography**


**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.

http://www.une.edu.au/current-students/resources/academic-skills/fact-sheets
31. Journal articles
(a) Article in a journal (print)
Academic journals are peer-reviewed periodicals. They contain articles (research and reviews) by discipline authors and are highly valued as a source of information.
Author: Use the authors' s of the article.
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.
Footnote details: Include volume, date and pages you are citing from.
Bibliography details: In: 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.

(b) Article in an online journal
Academic journals are peer-reviewed periodicals. They contain articles (research and reviews) by discipline authors and are highly valued as a source of information.
Author: Use the authors' s of the article.
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.
Footnote details: Include volume, date and pages you are citing from.
Bibliography details: In: 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.

32. Chapters in edited books
An edited book is one that contains separate chapters by different authors.
Author: Use the author of the chapter.
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.
Editor/s: Must include the name/s of the editor/s with ed. or eds following in brackets.

33. Unpublished reports
State individual, government department or consultancy that drafted a report, and the client for whom it was prepared. Identify volume, date and pages. Record the title of the paper in single inverted commas to indicate that it is an unpublished report. Use minimum capitals.

34. Dissertations & theses
Record the title of theses in single inverted commas to indicate that it is an unpublished document OR not a formal publication.

35. Conferences, seminars and lectures
Reference Information obtained from a conference, seminar or lecture may be verbal, print or in multi-media form.
Author: Record the presenter's name.
Title: Use single inverted commas (indicating that it is unpublished).
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.

36. Reading on eReserve (DiXon Library)
Treat the reference as you would any other reference of its type. You do not have to reference to eReserve.

37. Encyclopaedias
>entry author > subject title in single inverted commas > name of encyclopaedia in italics > authorship of encyclopaedia > publication details.
### 38. Unit topic notes & lectures

If you use a quote or an idea that you have taken from your lectures or unit topic notes, then you must acknowledge this source of information.

#### Footnote

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

#### Bibliography

Piper, Andrew 'Topic 8: Cities & city life', topic notes, HIST150: Colonial Australia, School of Humanities, University of New England, NSW, trimester 1, 2014.

Ihde, Erin 'Populate or perish', lecture, HIST150: Modern Australia, School of Humanities, University of New England, NSW, 2 September 2014.

### 39. Podcasts/Vodcasts

#### Podcast: a lecture or seminar that is audio only (e.g. 1).

#### Vodcast: a lecture or seminar that is BOTH audio and video that can include powerpoint slides (e.g. 2).

#### Footnote


#### Bibliography


### 40. Quoted in/cited in/reproduced in

e.g. 1. 'Quoted in' means you are either quoting or paraphrasing from a quote in the source you are reading.

> original 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.

e.g. 2. 'Cited in' means that you are using an idea cited in (but not quoted) in the source you are reading.

> original author of work > title of work in italics > details of publisher, year > page > cited in the author of the work you read > title/s > details.

e.g. 3. Reproduced in means that the author copied a substantial document e.g. letter, diary entry, song, poem.

> original 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.

#### Footnote


#### Repeated


#### Bibliography


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.

Bibliography

Primary sources

Argus (Melbourne).


*Sydney Morning Herald*.

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

Secondary sources


Encouragement

The Traditional system of documentation may seem complicated at first but it soon falls into place. Once you have applied the system in a few essays, its use will become second nature to you.