



History Department Guide to referencing

UNIVERSITY OF SUSSEX

GUIDE TO REFERENCING: HISTORY

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Why reference?

References are there to allow your reader to identify the sources you are using in your work. You **must** provide a reference for any information that comes from an outside source, whether you are quoting verbatim (in which case you will be using quotation marks) or paraphrasing (using your own words). Not providing a source for your material could lead to allegations of academic misconduct. For more on the university's academic misconduct policy, see - <https://student.sussex.ac.uk/complaints/against-you/misconduct>.

References also help your reader understand the approach you are taking and the evidence you are providing. They give clarity and a scholarly foundation to your work. For instance, if you wanted to say that 'Some historians have argued [x]', you could put examples in a reference, to help clarify for your reader who you mean, without putting it in the body of your paragraph.

What are references?

There are two parts to every reference: the (1) '**note**' and the (2) '**bibliographical entry**'.

- (1) The **note** can appear as (a) an in-text citation, (b) an endnote or (c) a footnote. For your History essays at Sussex, **footnotes are preferred**.
- (2) The **bibliographical entry** appears at the end of the essay, organized alphabetically in the 'bibliography'.

How do I compose references?

To add a footnote, it is recommended that you use the function on your word processor (for instance, in MS Word, you click on 'References' and 'insert footnote'). It should create a superscript number at the end of your sentence, which is then reflected in the footer.¹ It is recommended that you put your footnote *outside* of any punctuation. For instance: 'this is a quote'.² You will then need to type in the reference (see below for formatting) including the page number(s) you are citing from (where relevant).

You can also use referencing software like Zotero and Endnote to help you organize and add your references. After the first time you cite a source, you can subsequently shorten it, more on that in the formatting section below.

Bibliographies are added manually, at the end of the document (unless you are using referencing software, which can produce the bibliography for you). Your bibliography **must include** every source you have cited in your footnotes (and should not include sources outside of those you cited in your footnotes). Your bibliography should be organized **alphabetically**. For a longer bibliography (20+ items), you can separate it into sections, such as Archival Sources, Primary Sources, Secondary Sources, etc.

How do I format my references?

¹ Like this.

² See, nice and easy.

There are many referencing styles and guides out there (eg. Chicago, MPA, etc). **The History Department strongly recommends the use of the Chicago style for assessments in History.** There is extensive detail on this on the [Skills Hub](#). While you will not be penalised for using a different footnoting system, or for minor inaccuracies, you will be penalised for a) inconsistency and b) failing to include essential information such as dates and page numbers. To help you, we have outlined examples from the Chicago format below, which you can use in preparing your references. See also - https://www.chicagomanualofstyle.org/tools_citationguide/citation-guide-1.html.

you can also use the below for examples of how to deal with page numbers, multiple authors, etc

Books:

Footnote (first entry):

Author name(s), *Book title* (City of Publication: Publisher, year), page(s) cited.

Laura Kounine, *Imagining the Witch: Emotions, Gender and Selfhood in Early Modern Germany* (Oxford: Oxford University Press, 2018), 33-7.

Jim Endersby, *Imperial Nature: Joseph Hooker and the Practices of Victorian Science* (Chicago: University of Chicago Press, 2008), 12.

Short note (subsequent entries):

Author last name(s), *Shortened title*, page(s).

Kounine, *Imagining the Witch*, i-iii.

Endersby, *Imperial Nature*, 100-1.

Bibliographical entry:

Last name, first name. *Book title*. City of Publication: Publisher, year.

Kounine, Laura. *Imagining the Witch: Emotions, Gender and Selfhood in Early Modern Germany*. Oxford: Oxford University Press, 2018.

Endersby, Jim. *Imperial Nature: Joseph Hooker and the Practices of Victorian Science*. Chicago: University of Chicago Press, 2008.

Journal Articles:

Footnote (first entry):

Author name(s), 'Article title', *Journal Title* Vol, issue (year): page(s) cited.

Katharina Rietzler, 'Counter-imperial Orientalism: Friedrich Berber and the Politics of International Law in Germany and India, 1920s-1960s', *Journal of Global History* 11 no. 1 (2016): 116.

Claire Langhamer, 'An Archive of Feeling? Mass Observation and the Mid-Century Moment', *Insights* 9 no. 4 (2016): 13-15.

Short note (subsequent entries):

Last name, 'Shortened title', page(s) cited.

Rietzler, 'Counter-imperial Orientalism', 113-16.

Langhamer, 'Archive of Feeling?', 14.

Bibliographical entry:

Last name, first name. 'Article Title'. *Journal Title* Vol, issue (year): article pages.

Rietzler, Katharina. 'Counter-imperial Orientalism: Friedrich Berber and the Politics of International Law in Germany and India, 1920s-1960s'. *Journal of Global History* 11, no. 1 (2016): 113-34.

Langhamer, Claire. 'An Archive of Feeling? Mass Observation and the Mid-Century Moment'. *Insights* 9 no. 4 (2016): 1-15.

Chapters in Edited Collections:

Footnote (first entry):

Author name(s), 'Chapter title', in *Book title*, ed. Editor name(s) (City of Publication: Publisher, year), page(s) cited.

Claudia Siebrecht, 'The Tears of 1939: German Women and the Emotional Archive of the First World War', in *Total War: An Emotional History*, eds. Claire Langhamer, Lucy Noakes and Claudia Siebrecht (Oxford: Oxford University Press, 2020), 78-97.

Vinita Damodaran, James Hamilton and Rob Allan, 'Climate Signals, Environment, and Livelihoods in the Long Seventeenth Century in India', in *A Cultural History of Famine: Food Security and the Environment in India and Britain*, eds Ayesha Mukherjee (New York: Routledge Environmental Histories, 2020), 67.

Short note (subsequent entries):

Siebrecht, 'Tears of 1939', 78-97.

Damodaran, Hamilton and Allan, 'Climate Signals, Environment, and Livelihoods', 52-4.

Bibliographical entry:

Last name, first name. 'Article title'. In *Book title*, edited by name(s), chapter pages. City of publication: publisher, year.

Siebrecht, Claudia. 'The Tears of 1939: German Women and the Emotional Archive of the First World War'. In *Total War: An Emotional History*, edited by Claire Langhamer, Lucy Noakes and Claudia Siebrecht, 78-97. Oxford: Oxford University Press, 2020.

Damodaran, Vinita, James Hamilton and Rob Allan. 'Climate Signals, Environment, and Livelihoods in the Long Seventeenth Century in India'. In *A Cultural History of Famine: Food Security and the Environment in India and Britain*, edited by Ayesha Mukherjee, 52-70. New York: Routledge, 2020.

Edited or Translated Works

Footnote (first entry):

Author name(s), *Title*, ed./trans. Editor/Translator Names (City of publication: publisher, year), page(s) cited.

Thomas More, *Utopia*, eds. George M. Logan and Robert M. Adams (Cambridge: Cambridge University Press, 2011), 21-3.

Moderata Fonte, *The Worth of Women*, ed. and trans. Virginia Cox (Chicago: University of Chicago Press, 1997), 135-40.

Short note (subsequent entries):

Last name, *Shortened title*, page(s) cited.

More, *Utopia*, 115.

Fonte, *Worth of Women*, 20.

Bibliographical entry:

Last name, first name. *Title*. Edited/translated by name. City of publication: Publisher, year.

More, Thomas. *Utopia*. Edited by George M. Logan and Robert M. Adams. Cambridge: Cambridge University Press, 2011.

Fonte, Moderata. *The Worth of Women*. Edited and translated by Virginia Cox. Chicago: University of Chicago Press, 1997.

Newspaper/Magazine Articles

Footnote (first entry):

Author name(s), 'Title', *Publication name* issue information, date, page(s)/hyperlink.

Joanne Paul, 'Still Fighting the Civil Wars', *History Today* 70 no. 5, 5 May 2020, <https://www.historytoday.com/history-matters/still-fighting-civil-wars>.

Anna Stavrianakis, 'The UK feigns ignorance, but five years on it's still intimately involved in Yemen's war', *The Guardian*, 31 March 2020, <https://www.theguardian.com/global-development/commentisfree/2020/mar/31/the-uk-feigns-ignorance-but-five-years-on-its-still-intimately-involved-in-yemens-war>.

Short note (subsequent entries):

Name, 'Title', page number (if applicable).

Paul, 'Still Fighting'.

Stavrianakis, 'UK feigns ignorance'.

Bibliographical entry:

Last name, first name. 'Title'. *Publication* issue information, date. Hyperlink (if applicable).

Paul, Joanne. 'Still Fighting the Civil Wars'. *History Today* 70 no. 5, 5 May 2020. <https://www.historytoday.com/history-matters/still-fighting-civil-wars>.

Stavrianakis, Anna. 'The UK feigns ignorance, but five years on it's still intimately involved in Yemen's war'. *The Guardian*, 31 March 2020. <https://www.theguardian.com/global-development/commentisfree/2020/mar/31/the-uk-feigns-ignorance-but-five-years-on-its-still-intimately-involved-in-yemens-war>.

Websites:

**Note: be wary using websites as sources: information on websites can be outdated, inaccurate, or biased.*

Footnote (first entry):

Author name(s), 'title', Website, accessed date, hyperlink.

James Baker, 'A Machine That Writes Like Mary Dorothy George', Cradled in Caricature, accessed 5 January 2020, <https://cradledincaricature.com/2020/06/18/mary-dorothy-george/>.

Sharon Webb and Laurence Hill, 'Sharon Webb and Laurence Hill in Conversation', Sussex Humanities Lab, accessed 5 January 2020, <https://sussexhumanitieslab.wordpress.com/2020/04/15/sharon-webb-and-laurence-hill-in-conversation/>.

Short note (subsequent entries):

Last name(s), 'title'.

Baker, 'A Machine'.

Webb and Hill, 'Sharon Webb and Laurence Hill'.

Bibliographical entry:

Last name, first name. 'Title'. Website. Accessed date. Hyperlink.

Baker, James. 'A Machine That Writes Like Mary Dorothy George'. Cradled in Caricature. Accessed 5 January 2020. <https://cradledincaricature.com/2020/06/18/mary-dorothy-george/>.

Webb, Sharon and Laurence Hill. 'Sharon Webb and Laurence Hill in Conversation'. Sussex Humanities Lab. Accessed 5 January 2020. <https://sussexhumanitieslab.wordpress.com/2020/04/15/sharon-webb-and-laurence-hill-in-conversation/>.

FAQs

What if I'm using a source not included above?

For more examples (including interviews, book reviews and social media), see:

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

If you're still unsure, write to your module convenor.

What if there is more than one reference in a sentence?

If you are pulling information from more than one source in a single sentence, it is best to include **only one footnote** at the end of the sentence.

What if there is more than one reference in a footnote?

There are a couple of scenarios in which this might occur:

- (a) The sentence you are referencing contains a number of different topics, and you have a reference for each of these. You can organize your footnote by using phrases such as 'For [x topic] see: [reference(s)]. For [y topic] see: [reference(s)].'
- (b) You want to list a number of sources as evidence. Put your references in chronological order, with a semicolon (;) between them.

What if I am citing more than one work from the same author?

This is why it is important in the 'short note' citation to include the title, to differentiate between works by the same author.

What if I am citing a citation within a source?

If you are referencing a source within a source (for instance a secondary source that provides a long passage from a primary source), you can provide the original source and then 'quoted by' and the second source. Where you can, of course, do try to find the original source yourself.

How to I find the date and city of publication for a book?

This information should be included in the copyright pages of the book you are referencing.

When working with a modern edition of an older source, do I put the original date or the modern one?

You need to provide **the date of the modern edition**. For instance, it is probably important for your essay that Marx's *Communist Manifesto* was published in 1848, but unless you are reading *that* edition (from 1848), you need to provide the date of publication of the edition you are reading.

Do footnotes and bibliography count towards the word count?

No. If you use the footnotes to include information *other* than the references, however, it might be counted.

How do you cite a lecture?

If possible, try to go beyond your module's lectures in researching for your essay. However, if you need to cite lecture material, it needs to include: **Lecturer's name, 'Lecture title', Lecture series, date.**