



University of Sussex

History

# **Referencing Guide**

## References

References should be numbered in the text and written out in full at the bottom of the page as footnotes. Most word-processing packages have a facility for entering footnotes. You should reference every piece of evidence you present and should also reference key ideas and approaches drawn from the secondary literature. Don't include material in footnotes that advances your main argument. The proper place for this is the main body of the text.

The function of footnotes is to allow the reader to identify a book or locate a quotation, so they should be clear and consistent. Use the examples below as a guide.

Poor presentation will be penalised.

A reference should be given in full in the first footnote in which you cite it. All subsequent references to the same work can then be abbreviated. When a reference is identical to the previous one except for page numbers, the abbreviation '*Ibid.*' may be used, for example: *Ibid.*, p. 67. This should be one of the very last things you do, otherwise references risk being mixed up if you're cutting and pasting. *Op. cit.* should **not** be used.

### Books:

S. Dubow, *Scientific Racism in Modern South Africa* (Oxford, 1995), p. 57.

D. Brown and C. Webb, *Race in the American South: from Slavery to Civil Rights* (Edinburgh, 2006), p. 14.

Thereafter: Dubow, *Racism*, p. 63; Brown and Webb, *Race*, pp. 32-5.

### Journal articles:

D. Schechter, 'Two Views of the Revolution: Gramsci and Sorel, 1916-1920', in *History of European Ideas*, 12 (1990), pp. 637-39.

Thereafter: Schechter, 'Two Views', p. 646.

### Chapters in edited collections:

P. Campbell, 'The French Nobility and the Revolution', in C. Jones (ed.), *A Tale of Two Cities* (London, 1989), p. 78.

Thereafter: Campbell, 'French Nobility', p. 79.

**Unpublished theses:**

G. Scott, 'The Politics of the Women's Co-operative Guild: Working Women and Feminism during the First World War (University of Sussex, MA dissertation, 1981), p. 2.

**Websites:**

Give the title, URL, date accessed and (if available) date last updated:

Margaret Thatcher, 'Speech at Kensington Town Hall, 19 Jan. 1976'  
<http://www.margaretthatcher.org/speeches/displaydocument.asp?docid=102939>

(date accessed 10 July 2008, last updated 2008).

'A Child's War: In Coventry',  
<http://www.bbc.co.uk/ww2peopleswar/stories/17/a2097317.shtml> (date accessed 6 Nov. 2008, last updated 5 Nov. 2008).

**Films:**

*Fires Were Started* (dir. Humphrey Jennings, 1943).

**Oral interviews:**

Give place and date of interview. Use initials if anonymity is required.

Interview with H. M., Brighton, 23 Feb. 2008.

**Government publications:**

*Census of England and Wales, 1921: General Report with Appendices* (1927), p. 95.

*Parliamentary Papers, 1931-32*, xiv (879), Report by the Government Actuary on the Third Valuation of the Assets and Liabilities of Approved Societies, p. 76.

*Hansard Parliamentary Debates* (Commons), 3<sup>rd</sup> series, 151 (1858), c. 2102.

**Newspapers and periodicals:**

Only the date needs to be provided

*Pall Mall Gazette*, 11 Feb. 1885.

*Picture Post*, 15 May 1943.

### Unpublished manuscript sources:

You need to provide the location of the document, the name of the collection, the precise reference numbers (if any), and a brief description of the content. There are no hard and fast rules when it comes to citing archival sources: the purpose is to guide any reader wishing to find the same document, so be clear and consistent. The names of archives must be given in full in the first reference but can be shortened in any subsequent reference, providing you also include them in your list of abbreviations.

Mass-Observation Archive, University of Sussex (henceforth 'M-OA'), box 2, topic collection leisure, TC80: 'Leisure survey', spring 1947.

M-OA, diarist 5170: entry for 31 Oct. 1939.

J. G. Crowther Papers, University of Sussex, box 8: letter from Julian Huxley to J. G. Crowther, 17 Sept. 1938.

The National Archives (henceforth 'TNA'), HO 144/6902: Home Office report, 6 July 1926.

Imperial War Museum (henceforth 'IWM'), 86/61/1: G. W. Whiteman, 'Account of Evacuation', 1943.

## Bibliography

Presentation is important, and sloppy referencing will be penalised. The bibliography should list all of the materials used in the preparation of the dissertation, whether manuscripts, books, articles, websites or audio-visual materials.

The bibliography may be single spaced. Divide your sources according to the categories below:

### Primary sources - manuscript

Sources should be listed under the different archives that you found them. You do not have to give the same kind of detail regarding the contents of the source that you gave in the footnotes – the numerical/letter reference for each source is fine.

### Primary sources - published

If necessary this can be divided into subsections such as 'Government and official publications'; 'Newspapers and magazines'; 'Diaries and memoirs'.

**Oral interviews**

**Secondary sources – published**

Books, articles and essays should be listed in alphabetical order, according to the author's surname (anonymous printed sources should be listed by the first word of their title).

**Secondary sources – unpublished**

(for example, unpublished theses)

**Websites**

**Audio-visual material**