REFERENCES

The function of references is to allow the reader to identify the source of an idea or locate a quotation. They should therefore be clear and consistent, and poor presentation may be penalised. References should be numbered in the text and written out in full at the bottom of the page as footnotes.

You should reference every piece of evidence you use and should also reference key ideas and approaches drawn from the secondary literature. Footnotes are not included in the word count, but you must not include any material other than references to secondary or primary sources. Any written material should go in the main body of the essay or dissertation. You should also always reference the book/article/source/lecture in which YOU discovered the information. Copying out someone else’s footnotes is plagiarism.

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 one directly preceding it (except for page numbers), the abbreviation ‘Ibid.’ may be used, for example: Ibid., 67. This should be one of the very last things you do before submission of your work, otherwise references risk being mixed up during cutting and pasting. Op. cit. should not be used.

The History department at Sussex broadly adheres to the Chicago style of referencing; examples are given in the style guide at the end of this document.

BIBLIOGRAPHY

Your bibliography should list all of the materials used in the preparation of the essay or dissertation, whether manuscripts, books, articles, images, websites or audio-visual materials. The bibliography may be single spaced. Divide your sources according to the categories below.

Note that the presentation of secondary source references in the bibliography is not exactly the same as the presentation of secondary source references in the footnotes. Use the examples at the end of this document as a guide.

PRIMARY SOURCES:

Manuscript
Sources should be listed under the different archives in which they were found. 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.

**Published**

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

**Oral interviews**

**Audio-visual material**

**Websites**

**SECONDARY SOURCES:**

**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**

**STYLE GUIDE**

**Single-authored books**

First footnote:


Subsequent footnotes:


**Bibliography:**

Multi-authored books

First footnote:


Subsequent footnotes:


Bibliography:


Chapter in an edited book

First footnote:


Subsequent footnotes:


Bibliography:


Journal article

Note that this format is used for all print journals, even if you obtained your copy of the article electronically.

First footnote:


Subsequent footnotes:
Warne and Robinson, ‘Investigating the sixties’, 166.

Bibliography:


Unpublished theses

First footnote:


Subsequent footnotes:


Bibliography:


Secondary referencing

Where possible, the original source of each quotation and idea should be consulted. However, if you are using a reference that is found within another source then the following should be used (failure to do this constitutes plagiarism):

First footnote:


Subsequent footnotes:

Novomeysky, Siberian life, quoted in Norris, Land of progress, 72.

Bibliography (this should only include the book/source that you have actually read):


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

‘A Child’s War: In Coventry’,
http://www.bbc.co.uk/ww2peoplewar/stories/17/a2097317.shtml

Using Wikipedia

There is every likelihood that you will use Wikipedia at some point over the course of your degree. However, because it is ‘crowd sourced’, ever changing, and occasionally biased by the nature of a wiki-produced work, it is imperative that you critically assess the data you discover.

Following this critical assessment, if you do decide that it is important to cite a Wikipedia page, the best way to do so is through a saved version of the page you actually looked at.

For example, if you wanted to use information from this page:

http://en.wikipedia.org/wiki/Workhouse

The best way to do so would be to navigate here: http://archive.org/web/
Paste in the URL of the Wikipedia page to the ‘Save Page Now’ box, and press ‘save’. This means that the Way Back Machine saves a copy of the relevant page, and will display a dialogue box that looks like this:

When citing a Wikipedia entry, please use the new URI generated by this system as part of citation in this form:

Wikipedia: ‘Workhouse’:
(accessed and archived 23 September 2013).

**Films**


**Oral interviews**

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

Interview with H. M., Brighton, 23 Feb. 2014.
**Government publications**

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


*House of Commons Debates*, 3 Sept. 1939.

**Newspapers and periodicals**

If you consulted a hard copy of the newspaper, you should note the archive in which you found it:


If you consulted an electronic copy, this should be indicated:

*Picture Post*, 15 May 1943. *Picture Post online archive*, University of Sussex

**Visual images**

Visual images may be included within the text or, if there are several, may be better collected together as an appendix. Either way, each needs a caption and a reference.

For an image downloaded from a website:

Thomas Hart Benton, *First Crop*, 1944.
[http://www.nasher.duke.edu/galleries/main_gallery/?cat=40&offset=0&pic_id=1](http://www.nasher.duke.edu/galleries/main_gallery/?cat=40&offset=0&pic_id=1).

For an image from a book, newspaper, or archive:

Dorothea Lange, *Migrant Mother*, 1936.

**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.


J. G. Crowther Papers, University of Sussex (henceforth ‘Crowther Papers’), 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.


Sometimes you may use sources from archives which have no set referencing style. In this case it is fine to use your common sense – just be clear and consistent.