

Footnotes: guide for HIS 211 & 212

A reference indicates the source of a quotation (references are also needed in some other cases).

Indicating quotations: A quotation must be *indicated*, that is, it must be clear which words are quoted. For short quotations, this is done by enclosing the words in quotation marks. For long quotations (i.e. those of about three lines or more), it is done by *indenting* the passage.

For example, we will consider a quotation from page 44 of William Doyle, *The Oxford History of the French Revolution*.

Versailles "was Louis XIV's most spectacular legacy."

We have taken the words "was Louis XIV's most spectacular legacy" from a longer sentence. They are a **direct quotation**, i.e. we have copied the words from the book to our essay. This means a **reference** is needed.

In the **footnote** style of reference, there is a **footnote marker** immediately after the quotation, and a **footnote** at the bottom of the page which contains the information about where the quotation comes from. The footnote marker is a number which links the two. (In handwritten essays it is acceptable for the notes to appear at the end of the essay.)

(i) If you are word-processing your essay, this is done by the Insert-Footer function. (Insert menu, select Footer. Make sure that the options selected are **Auto-numbered** (not Custom Mark) and **Bottom of Page**.) **DO NOT** attempt to add the numbers and notes manually if you are word-processing. Do this immediately after the quotation.

(ii) If you are writing by hand, write a number **above** the level of the line, **after** the end of the quotation. E.g.

Versailles "was Louis XIV's most spectacular legacy."¹ (It must **not** appear *below* the line or *before* the quotation.)

The footnote:

This states: the author, the title of the book, the bibliographic details (i.e. publisher etc.), and the page number, according to a particular format. The format we are using is as follows:

Author (initials first), title (italics if word-processed, or underlined, but not both), (place of publication: publisher, year of publication) p. xxx.

(Note that the punctuation should be followed carefully: place - colon - publisher - comma - date)

Example:

¹ William Doyle, *The Oxford History of the French Revolution* (Oxford: Oxford University Press, 1989), p. 44.

The author and title are normally on the **title page**. The other details can be found on the **imprint page**, which is normally on the back of the title page. NB: do not confuse the **publisher** with the **printer** (they may both be given on the imprint page; only the publisher is of interest to us. (Publishing the business of producing and selling books; printing is the physical manufacture of books.) When a publisher lists a number of places, use the first one. The "place of publication" is the **city** and will therefore be something like "Oxford", "London", "New York" etc., not "USA" or "England". Many Penguin books are published at a place called Harmondsworth. Where there is more than one date of publication, use the **latest**, i.e. the date of **this edition**.

The next time you refer to this book, use an abbreviated reference: Author (surname only unless ambiguous), abbreviated title (underlined, or italics if available), page reference.

E.g. Doyle, *Oxford History of the French Revolution*, p. 55.

The abbreviation of the title should not be too drastic: it should still convey the sense of the full title. Thus

French Revolution would be a reasonable short title, but *Oxford* would not.

References to articles in journals: Articles: Author, title of article (in quotation marks), title of journal (underlined or italics), number and date of journal, page.

E.g. Paul W. Schroeder, "Did the Vienna settlement rest on a balance of power?", *American Historical Review*, vol. 97, no. 3 (June 1992) p. 685.

Abbreviated reference: Schroeder, "Did the Vienna settlement rest on a balance of power?", p. 685.

Internet sources: web pages differ in nature, so the exact form of citation may vary, but the citation should include (i) a description of the document (ii) its internet location, i.e. its URL (iii) the date on which it was accessed. The date of access is important because web pages are changed from time to time and this identifies the version. It should not be confused with any date included in the page itself (though that should also be given).

Examples:

Neil Parsons, "Brief History of Botswana", Botswana History Pages no. 1, University of Botswana History Department web-site, <<http://humanities.ub.bw/history/bw/bhp1.htm>>: dated "1999, last update 10 January 2000"; accessed 12 January 2000.

[I.e., Author (if given), title, web-site, URL, date of page, date of access. Note that this refers to a URL no longer in use; this page can now be found at the thuto.org site.]

Howard W. French, "China Luring Scholars to Make Universities Great", *New York Times* online edition, 28 October 2005, <<http://www.nytimes.com/2005/10/28/international/asia/28universities.html?pagewanted=all>> accessed 29 Oct 2005.

The URL should be copied from the address box of the web-browser, and may be enclosed in angle-brackets.

Underlining, italics, and quotation marks in titles

The title of a book or a journal—something that is *published* by itself—is underlined in a hand-written essay, and put in italics in word-processing. (But not both—do not type *The French Revolution*). If a title is in quotation marks it indicates either (i) some *part* of a publication, such as a chapter title, or (ii) an item which although complete has not been *published*, i.e. printed and sold. Student research essays, for example, are not published items.

Also note:

The abbreviation for "page" is "p." (**not** "pg.") The abbreviation for "pages" is "pp."

Op. cit.: The Latin abbreviation *op. cit.* ("in the work cited") is used in some footnote systems, but is *not* used in ours.

Ibid.: The Latin abbreviation *ibid.* ("the same") is used when a footnote is the same as the one immediately before it, or the same except for the page number. (*Ibid.* = same as last; *Ibid.*, p. 23 = same source, but p. 23.)

This can be used in handwritten essays. In word-processed essays it is likely to lead to errors (due to new footnotes being inserted between the first note and its *Ibid.*) so it should not be used; use short titles.

How to add footnotes using Microsoft Word:

Footnotes must be entered by the "Insert-Footer" command. When you are at the place where the footnote marker should appear, go to the Insert menu and select "Footnote". A box will appear. Make sure that the options selected are "Footnote" (not "Endnote") and "AutoNumber" (not "Custom Mark"). Click OK, and type the footnote text in the footnote window at the bottom of the screen. The cursor will be placed automatically at a point after the footnote marker, separated from it by a space. There is no need to add extra tabs or spaces. When you have finished typing in the footnote text, click "Close" to close the footnote window and return the cursor to the correct place in the main text. (Alternatively, just click in the main text where you want to resume typing.) Do not add an extra paragraph return at the end of the footnote.

What NOT to do:

Do not add the numbers yourself. The little superscript numbers are managed entirely by the software when using AutoNumber; you do not deal with them. The software will correct the sequence of numbers when you insert or remove notes.

Do not write the notes as end-notes at the end of the text. Add them as footnotes as you go along, using

"Insert Footnote".

Do not add indents of any sort to footnotes. Many people add complex indents and tab marks to footnotes in an attempt to make it look neater, but this makes editing the footnotes much more complicated.

Other uses for footnotes

Apart from direct quotations, footnote references are also used when you are referring to published work, for example after a statement such as "Schroeder argues against the theory of a balance of power." References are also used when you wish to indicate the source of your information. You should give references for statistics, but you do not need to give references for common historical facts such as "In 1914 the First World War broke out."

In printed books, footnotes are also sometimes used to add extra information which the author did not think was important enough to put in the main text. This use is not normally appropriate in essays.

Bibliography:

In the bibliography, arrange items in alphabetical order of author. The format is as follows:

Doyle, William, *The Oxford History of the French Revolution*, Oxford: Oxford University Press, 1989.

I.e. the surname comes first, and the brackets disappear.

Other issues:

The above describes the most basic cases. There are a number of other issues, including how to refer to a journal article, how to refer to multiple authors, etc. Information is available on this. The first thing however is to master the basics. This should be *automatic* so that you can write a correct footnote without stopping to look up the format.