

## SHORT GUIDE TO REFERENCING IN HISTORY COURSES

### Documentary Note System

In academic work, you are required to acknowledge or reference the source of all information, ideas, statistics and quotes located in your research and presented as evidence in your essays or reports.

In the discipline of History, it is customary to reference with the Documentary Note system which uses **footnotes** (and not with In-text or Harvard system used in many other courses). Sometimes footnotes are placed at the end of the essay as endnotes but footnotes are preferable because they are on the same page as the material to which they refer. Your word-processing package should allow you to select footnotes in preference to endnotes. Both footnotes and endnotes are numbered sequentially throughout your essay; don't start the numbering anew on every page.

As a rough guide to adequate referencing in History, a 1500–2000 word essay would have perhaps 15 to 20 footnotes; a 2500 word essay would have more.

Most of your references will be **citations**, i.e. you acknowledge the source of the information, idea or statistic you have incorporated into your own words. Place the reference superscript number at the end of the relevant sentence, after the full stop.

If you use the actual wording from a source, you must show this as a **quotation**. If this is 30 or fewer words, enclose them in single quotation marks within the sentence. If more than 30 words or 3 lines, use a block quote. Block quotes are usually indented 1cm on each margin, single-line spaced and quotation marks are deleted as the block form itself indicates a quote. Place the superscript after the closing quotation mark or at the end of the block quote. Quote sparingly and only use 'gems', i.e. where the impact would be lost by putting into your own words.

Include a separate **bibliography** or alphabetical listing of all the works used in your essay, that is, all the works you cited or quoted.

On the following page, there is a sample set of references (here shown as endnotes). Then follows a sample bibliography based on those references. In brief,

- the author's initial/first name precedes the surname in the footnotes because the entries are in sequential order; in the bibliography, the surname of the first author comes first because the order of names/entries is alphabetical on the first author. Second and subsequent authors have the initial placed before the surname, as in the footnotes. See Johnston and Stokes entry in the bibliography. Delete full stops after initials in names.
- book and journal titles are shown in italics.
- journal articles and book chapter titles are shown in single quotation marks, with double quotation marks for any quoted words in the title.

- footnotes should contain the exact page number of the evidence being cited or words being quoted. In the bibliography, page numbers are omitted except for giving the full extent of journal articles. The abbreviation for page is ‘p.’ and that for pages is ‘pp.’ If the evidence extends over two pages, write pp. 16–17. For evidence from two different pages in the one work, separate the pages with a comma. See footnote 7. For journals, volume and number are abbreviated to ‘vol.’ and ‘no.’.
- the footnote contains the place and date of publication; the bibliography contains the publisher, place and date. Note that in the Doc Note system, the date goes towards the end of the reference and not after the author’s name as in Harvard.
- repeated references to the same work are not written in full again. Traditionally, abbreviated Latin terms were used and we still see and use some of them today. The most common of these are ‘ibid.’ and ‘op. cit.’.
  - *ibid.* is short for ‘ibidem’ and means ‘in the same place’. It is used when the repeated reference directly follows the original entry. See footnote 5 below. Here, it means the evidence is found on the same page of the Trainor work indicated in footnote 4. If the evidence is on a different page in Trainor, then the page is included, as in footnote 6. The convention is to include a full-stop to signify the abbreviation (as well as a following comma where necessary) and lower case ‘i’, even though it starts the footnote. The author’s name is not used with ‘*ibid.*’.
  - *op.cit.* is short for ‘opere citato’ and means ‘in the work cited’. It is used to refer to a previously cited work where others intervene between the first and subsequent reference. Because both words are abbreviated, there is a full-stop after both, then a following comma before the page number. The author’s surname is always included with *op. cit.* A more modern and easier practice is to replace *op. cit.* with a shortened version of the title. [This also gets around the problem of repeated references where one author has two or more works cited (see Yarwood references at 7, 9 and 14.) Footnote 4 below refers the reader to the work in footnote 2. Because footnotes 5 and 6 also refer to the Trainor work, ‘*ibid.*’ is used because no other entries intervene.
- Course Resources Online materials are cited as if you read the original.
- reference your particular course study guide as in the example shown.
- other electronic sources must include the date you viewed them and their online location, either a web address or a database name.
- see additional explanations following some entries in the bibliography.
- **if you have a reference that does not seem to conform to the examples below, please email your course coordinator for advice.**

1. A Koutsoukis, *Australia and world affairs, 1850s-1980s*, Melbourne, 1987, p. 48.
2. L Trainor, *British imperialism and Australian nationalism: manipulation, conflict and compromise in the late nineteenth century*, Melbourne, 1994, pp. 1–2.
3. H Parkes, cited in K Inglis, *The Australian colonists: an exploration of social history, 1788–1870*, Melbourne, 1974, p. 227.
4. Trainor, op. cit., p. 16. **OR** Trainor, *British imperialism*, p. 16.
5. *ibid.*
6. *ibid.*, p. 21.
7. AT Yarwood, ‘The “White Australia” policy: some administrative problems, 1901–1920’, *Australian Journal of Politics and History*, vol. 7, no. 3, Nov. 1961, pp. 248, 259.
8. H Burton, ‘The “Trade Diversion” episode of the thirties’, in N Harper (ed.), *Australia and the United States: documents and readings in Australian history*, Melbourne, 1971, p. 98.
9. AT Yarwood, *Asian migration to Australia*, Melbourne, 1964, p. 5.
10. Burton, ‘The “Trade Diversion” episode’, p. 99.
11. *Courier Mail*, 17 April 2002, p. 8. **[hard copy newspaper article with no author, article title is optional. If included, use quotations as for a journal article.]**
12. J Massola, ‘Amanda Lampe quits as Julia Gillard’s chief of staff’, *The Australian*, 31 January 2011, viewed 31 January 2011, <http://www.theaustralian.com.au/national-affairs/capital-circle/amanda-lampe-quits-as-julia-gillards-chief-of-staff/story-fn59nqgy-1225997370725>. **[electronic newspaper, author of article given.]**
13. WR Johnston and G Stokes, ‘Problems in Australian foreign policy, January–July, 1997’, *Australian Journal of Politics and History*, vol. 43, no. 3, 1997, p. 297.
14. Yarwood, *Asian migration*, p. 11.
15. Johnston and Stokes, ‘Problems in Australian foreign policy’, pp. 300-301.
16. Department of Foreign Affairs and Trade, *In the national interest: Australia’s foreign and trade policy: white paper*, Canberra, 1997, p. 22.
17. *Commonwealth Parliamentary Debates*, vol. 206, 9 March 1950, quoted in EM Andrews, *A history of Australian foreign policy*, Melbourne, 1979, p. 147.
18. *ibid.*, 12 March 1950, quoted in Andrews, *A history of Australian foreign policy*, p. 151.
19. *Jellicoe Report on Naval Defence*, vol. 4, pp. 221–23, quoted in N Meaney, *Australia and the world: a documentary history from the 1870s to the 1970s*, Melbourne, 1985, pp. 290–291.
20. Walter Long, Colonial Secretary, to Sir Ronald Munro Ferguson, Governor-General, 2 March 1917, quoted in Meaney, *Australia and the world*, p. 244.

21. W Maley, 'Australia and the East Timor crisis: some critical comments', *Australian Journal of International Affairs*, vol. 54, no. 2, 2000, p. 152.
22. B Webster, *HIST11037 Ancient and Medieval Civilisations Study Guide*, Rockhampton, 2011, p. 86. **[form for referencing the study guide]**
23. M Perry, *Western civilization: a brief history*, Boston, 2001, pp. 51-52. **[form for referencing a CRO. No need for chapter title.]**
24. L Foxhall, 'Cultures, landscapes and identities in the Mediterranean world', *Mediterranean Historical Review*, vol. 18, issue 2, December 2003, p. 78, (online Humanities International Complete). **[electronic journal article located through a database]**
25. K Rudd, 'Speech to mark the opening of Australia's embassy in Addis Ababa', viewed 31 January 2011, [http://www.foreignminister.gov.au/speeches/2011/kr\\_sp\\_110126.html](http://www.foreignminister.gov.au/speeches/2011/kr_sp_110126.html). **[electronic material found via Google search]**
26. R Lane Fox, *The classical world: an epic history of Greece and Rome*, eBook, London, 2006, viewed 31 January 2011, <http://www.borders.com.au/ebook/the-classical-world-an-epic-history-of-greece-and-rome/9619529/>. **[electronic book, unpaginated]**

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- Harper, N (ed.), *Australia and the United States: documents and readings in Australian history*, Melbourne University Press, Melbourne, 1971. **[only the edited work is shown, not the individual chapter by Burton]**
- Inglis, K, *The Australian colonists: an exploration of social history, 1788–1870*, Melbourne University Press, Melbourne, 1974.
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- Rudd, K, 'Speech to mark the opening of Australia's embassy in Addis Ababa', viewed 31 January 2011, [http://www.foreignminister.gov.au/speeches/2011/kr\\_sp\\_110126.html](http://www.foreignminister.gov.au/speeches/2011/kr_sp_110126.html).
- Trainor, L, *British imperialism and Australian nationalism: manipulation, conflict and compromise in the late nineteenth century*, Cambridge University Press, Melbourne, 1994.
- Webster, B, *HIST11037 Ancient and Medieval Civilisations Study Guide*, CQUniversity Australia, Rockhampton, 2011.
- Yarwood, AT, 'The "White Australia" policy: some administrative problems, 1901–1920', *Australian Journal of Politics and History*, vol. 7, no. 3, Nov. 1961, pp. 247–260.
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