HISTORY FIELD: REFERENCING

Referencing means providing a detailed description of source materials used, or to be used, in your written work.

The essential information making up a reference comprises:
- name of author(s)/editor(s);
- title of book/article/chapter/newspaper/journal;
- date of publication, plus volume & part numbers for journals;
- page number(s).

Certain books/articles often offer more detailed referencing, most notably the name and place of the publisher, but this is NOT required by the History Field.

• Referencing, covering at least an author’s name, book/article title and date of publication, is contained in an endnote (i.e. a note placed at the end of your work just before the bibliography), NOT footnote, linked to your text.
• All sources consulted/read for a project are contained in a bibliography placed at the end of any history essay, dissertation, thesis or book.

There are alternative referencing styles, but most have a set pattern. For a dissertation, an essay or a shorter piece of work submitted for the History Field, you must conform to the guidelines listed in the History Field Guide. Our guide is based upon the requirements of most history publishers and journals.

WHY IS REFERENCING NECESSARY?
- Clear, accurate and full referencing is a key part of the historian’s craft. The quality of referencing will reflect your grasp of the skills required of a historian;
- Referencing demonstrates to readers, who might wish to check your sources (e.g. for accuracy, how up-to-date) or to use them as a basis for further research, the body of knowledge upon which you have based your work.
- Imagine quoting a historian on a crucial point, and then, when wanting to consult the source again, being unable to find it;
- By acknowledging the work of other writers, you avoid the risk of plagiarism (i.e. copying the views of another but making them appear as your own work). Plagiarism is discussed in more detail later in this module.
SAMPLE FORMS OF REFERENCING FOR THE HISTORY FIELD

Books, including biographies

Edited documentary works (ie. books of published primary sources)

Journal articles

Chapters in edited works (i.e. chapters written by different authors)

Newspapers
Referencing a press item &etc:
Referencing a specific newspaper article written by a named author:

Archival sources
Neville Chamberlain to Ida Chamberlain, 4 July 1937, NC18/1/1010, Neville Chamberlain Papers, Microfilm Reel 96, Kingston University Library.

REFERENCING PAGE NUMBERS
Page numbers, referring to a specific argument or quotation used in your text, give greater precision when referencing endnotes. Use the format of p.6. Abbreviate numbers where possible; thus, write pp.25-8 rather than pp.25-28 or pp.136-42, not pp.136-142, but for pp.11-19 use the format pp.12-16, while using pp.27-38 or pp.187-209.

DRAFTING THE BIBLIOGRAPHY
The bibliography, listing all sources used in preparing a study, should be located at the end of your project/dissertation and set out in a clear and consistent manner, as stipulated in the Field Guide. Also, it is vital to check the accuracy of your information (i.e. name/initials of author, titles, publication dates, page numbers). You will lose marks for incorrect or missing information.
SETTING OUT THE BIBLIOGRAPHY
- Sources should be listed in strict alphabetical order by the surnames of authors as either primary, secondary or reference sources.
- The style of referencing is the same as that used for the sample entries given above, except that the author's surname precedes the initials.
- If there are several primary sources, you should sub-divide them (e.g. archives, memoirs, diaries).
- If your booklist is lengthy, consider differentiating between monographs, articles, and chapters.
- It is useful to list page nos. (i.e. first and last page) of articles and chapters.

PRESCRIBED LAYOUT OF BIBLIOGRAPHY
This follows. Remember that the bibliography is placed at the end of your text.

BIBLIOGRAPHY

Primary Sources
Chamberlain, N. Microfilm Collection of Neville Chamberlain Papers, Kingston University Library.

Secondary Sources