

Referencing

The Footnote/ Bibliography System

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This guide presents an introduction to the Footnote/ Bibliography system, also known as the Oxford system or the Documentary/ Note system. Many schools at The University of New South Wales have style guides indicating how referencing for assignments should be done. The Learning Centre strongly suggests that you check with each school about which method to use.

What is Referencing?

Referencing is a system that allows you to acknowledge the contributions of others in your writing. Whenever you use ANY words, ideas or information from ANY source in your assignments, you must reference those sources. This means that if you use the exact words of an author, if you paraphrase their words or if you summarise their ideas, you must provide a reference. Not referencing your sources means you may be charged with plagiarism and your work could be failed.

These professional groups often worked in tandem with middle-class philanthropists in a concerted effort toward social reform, initially directed at the working class. However, by the inter-war years, the ideology of the 'modern' family had penetrated across every class.¹

As Ward suggests, economic development and societal innovations had far reaching consequences on family patterns. The Australian birthrate began to fall during the 1870s and by the turn of the century, couples were having smaller families.² As Kociumbas points out, the initial decline coincided with the Compulsory Education legislation introduced in 1872. The policy was hard on working-class families. Children spent longer in school, were less able to contribute their labour to the family economy and therefore cost more to support.³ As the idea of childhood as a 'special' time became entrenched, child labour of any kind was increasingly regarded as an

¹ K Reiger, *The Disenchantment of the Home: Modernising the Australian Family 1880-1940*, Oxford University Press, Melbourne, 1985, pp. 1-4.

² T Ward, 'Till Death Do Us Part?' in *Making a Life: a People's History of Australia Since 1788*, V Burgman and J Lee (eds), Penguin, Victoria, 1988, p. 101.

³ K Kociumbas, 'The Best Years?' in *Making a Life: a People's History of Australia Since 1788*, V Burgman and J Lee (eds), Penguin, Victoria, 1988, pp. 137-9.

How Do I Do It?

The Footnote/ Bibliography method requires you to include:

1. a footnote in the text.
2. a bibliography or list of references at the end of the text.

What is a Footnote?

Footnotes (sometimes just called 'notes') are what they sound like—a *note* (or a reference to a source of information) which appears at the *foot* (bottom) of a page.

In a footnote referencing system, you indicate a reference by:

1. putting a small number above the line of type directly following the source material. This number is called a *note identifier*. It sits slightly above the line of text.

It looks like this.¹

2. putting the same number, followed by a citation of your source, at the bottom of the page.

Footnoting should be numerical and chronological: the first reference is 1, the second is 2, and so on.

The advantage of footnoting is that the reader can simply cast their eyes down the page to discover the source of a reference which interests them.

Footnotes

The First Note for a Source

In the text:

Note identifiers should be placed at the end of a sentence, and follow any punctuation marks (but precede a dash). If you use a long quotation (more than three lines of text), the note identifier should be placed at the end of the quotation.

Lake points out that a division began in the latter half of the nineteenth century with the doctrine of ‘separate spheres’.¹

At the foot of the page:

When you reference a source for the first time, you must provide all the necessary information to enable the reader to locate the source.

1. You should provide bibliographic information (information about the source). This includes:

- author(s) initial(s) and surname(s)
- name of the article, book or journal
- editors (if applicable)
- publisher name and location
- year published

2. You should give exact page numbers if your reference is a direct quotation, a paraphrase, an idea, or is otherwise directly drawn from the source.

¹ M Lake, ‘Intimate strangers’ in *Making a Life: a People’s History of Australia Since 1788*, V. Burgman and J. Lee (eds), Penguin, Victoria, 1988, p. 155.

Note Formatting

- Titles of publications should be italicised.
- Use minimal capitalisation for publication titles and for journal or book article titles.
- Article titles should be enclosed between single quotation marks.
- Use commas to separate each item of the citation and end with a full stop.

Second & Subsequent Notes

Second and subsequent references to the same source don’t need to be as detailed as the first note—they just need the minimum information to clearly indicate which text is being referred to.

With a Single Author

Provide all the necessary information in the first note. If you want to refer to the same source again, a simple method is to give the author’s name, the year of publication and the page number. For example:

¹ I Reid, *Higher Education or Education for Hire? Language and Values in Australian Universities*, CQU Press, Rockhampton, 1996, p. 87.

² ...

³ Reid, p. 98.

If two or more works by the same author are referred to in the text, include the title:

¹ E Gaskell, *North and South*, Penguin, Harmondsworth, 1970, p. 228.

² E Gaskell, *The Life of Charlotte Brontë*, Penguin, Harmondsworth, 1975, p. 53.

³ Gaskell, *North and South*, p. 222.

Subsequent references to articles are done in a similar way:

¹⁷ M Doyle, ‘Captain Mbaye Diagne’, *Granta*, vol. 48, August 1994, pp. 99-103.

¹⁸ ...

¹⁹ Doyle, *Granta*, p. 101.

Citing Different Sources

What are 'Bibliographical Details'?

Information about a source. Such details include the name of the author, the title of the publication, the date of publication, the name of the publisher and the place of publication. Remember, numbers are still given in superscript form in the note. List information in the following order:

Book

1. author(s) initial(s) and surname(s)
2. title of book (*italicised*)
3. publisher
4. place of publication
5. year of publication
6. page number(s)

¹ M Henninger, *Don't Just Surf: Effective Research Strategies for the Net*, UNSW Press, Sydney, 1997, p. 91.

Article/Chapter in a Book Collection

1. author(s) initial(s) and surname(s)
2. title of article (single quotation marks)
3. title of book (*italicised*)
4. editor of book
5. publisher
6. place of publication
7. year of publication
8. page number(s)

² M Blaxter, 'Social class and health inequalities' in *Equalities and Inequalities in Health*, C Carter & J Peel (eds), Academic Press, London, 1976, pp. 6-7.

Journal Article

1. author(s) initial(s) and surname(s)
2. title of article (single quotation marks)
3. title of journal (*italicised*)
4. volume number
5. issue number
6. month of publication
7. year of publication
8. page number(s)

³ M. Doyle, 'Captain Mbaye Diagne', *Granta*, vol. 48, August 1994, pp. 99-103.

Electronic Source

A Website

1. author
2. name & place of sponsor of site
3. date site was created or updated
4. date of viewing
5. URL

A Document within a website

1. author/editor
2. title
3. name of sponsor of site
4. last date site updated
5. date of viewing
6. URL

⁴ N Curthoys, 'Future directions for rhetoric – invention and ethos in public critique', in *Australian Humanities Review*. March-April 2001, viewed on 11 April 2001, <<http://www.lib.latrobe.edu.au/AHR/archive/Issue-April-2001/curthoys.html>>.

Abbreviations for Subsequent Footnotes

Another way to shorten second or subsequent references is with Latin abbreviations. For example:

ibid = same as last entry

Use ibid when two references in a row are from the same source.

op. cit. = as previously cited

Use op. cit. when you have already given full details of that source in an earlier note.

When using op. cit. you still need to provide information such as the author's name to make the source clear. These abbreviations should be in lowercase, even when they appear at the beginning of a note. For further information, see p. 214-5 of the *Style Manual*.

Examples

¹¹ I Reid, *Higher Education or Education for Hire? Language and Values in Australian Universities*, CQU Press, Rockhampton, 1996, p. 87.

¹² *ibid.*, p. 26.

¹³ M Doyle, 'Captain Mbaye Diagne', *Granta*, vol. 48, August 1994, p. 99.

¹⁴ Reid, *op. cit.*, p. 147.

Electronic Mail Lists, Usenet Groups & Bulletin Boards

1. author
2. author's identifying details (eg. email address)
3. description of posting
4. name of list owner
5. date of posting
6. date of viewing
7. URL

Emails

These are cited the same as for personal communications

Bibliography or List of References

Why Do I Need to Provide a List?

Even though full bibliographic information is given in the footnote or endnote references, most lecturers will require you to provide a separate list of the works you have cited. It is easier to examine a complete listing of references and gives a clearer idea of your research.

How Do I List the Information?

A bibliographic entry requires the same information as a footnote entry, but with two main differences:

- The author's surname is placed before their initial, as sources are listed in alphabetical order by author surname.
- Certain elements are separated with full stops instead of commas.

Examples

Book	Reid, I <i>Higher Education or Education for Hire? Language and Values in Australian Universities</i> . CQUPress, Rockhampton, 1996.
Journal Article	Doyle, M 'Captain Mbaye Diagne'. <i>Granta</i> , vol. 48, August 1994, pp. 99-103.
Web Document	Curthoys, N, 'Future directions for rhetoric – invention and ethos in public critique', in <i>Australian Humanities Review</i> , March-April 2001, viewed on 11 April 2001, < http://www.lib.latrobe.edu.au/AHR/archive/Issue-April-2001/curthoys.html >.

Endnotes

An Endnote referencing system is also known as the Citation-Sequence system. Numbers act as note identifiers in the text. A number is allocated to each source as it is referred to for the first time. A source retains the same number throughout the document and if the source is referred to again, the identifying number is repeated.

Modern scientific nomenclature really began with Linnaeus in botany,¹ but other disciplines²⁻³ were not many years behind in developing various systems for nomenclature and symbolisation.⁴⁻⁷

The notes are collected at the *end* of the paper, rather than at the bottom of each page. Notes are organised just the way they sound: footnotes are collected at the *foot* (or the bottom) of the page, and endnotes are collected at the *end* of the paper. Footnotes and endnotes serve the same purpose. However, they are two different systems, so be consistent and use one or the other method.

It is impossible to include every possible referencing requirement or format in this pamphlet. If you need referencing procedures for a format not listed here, seek further assistance from an online referencing site, a style manual such as the one listed below, ask your lecturer, or visit The Learning Centre.

A Note on Longer Works: Thesis, Books . . .

In long works with multiple sections and/or chapters, it is customary to restart numbering at the beginning of each chapter or major section break. If you are using endnotes this would mean that your references would be collected in an easily identifiable way for the ease of your reader. If your work is separated into chapters, your endnote section would also be separated into chapters. For example, the third note in Chapter 7 would be indicated this way in the endnotes:

References

Chapter 7

¹ ...

² ...

³ M C Egerton, *The Australian Film Industry: An Overview*, Dominion Press, Adelaide and Cinnamon Publishing, St. Lucia, Queensland, 1986, p. 99.