Referencing Guide

The key to avoiding plagiarism is to make sure that you give correct references for anything that you have taken from other sources to include in your academic work. This might include, for example, any ideas, theories, findings, images, diagrams or direct quotations that you have used.

Historians use a style of referencing known as the Humanities style which employs footnotes and a bibliography. You are expected to use this style of referencing as set out below for all of your history modules.

However, note that other degree programmes use the Harvard author/date style of referencing. If you are studying a module from another degree programme (i.e. an option or elective) you **MUST** use the Harvard style of referencing (as set out in the next section). If you are unsure about which form of referencing you should employ, ask your module tutor. It is, though, the responsibility of the student to adopt the correct referencing style appropriate to the subject they are studying.

You should use these referencing systems to signal, within the text of your work, the origins of any material taken from another source, even if you have put it into your own words.

It is important, therefore, that when taking notes from books, articles, or any other sources of information, that you note down carefully details about what the item is, including; author, publication details, relevant page numbers, etc. Check your notes carefully against the details required below, if you take these details down when you read the source, this will save you time when you come to write the reference later for your essay.

Referencing Footnote or Endnote Humanities Style

You should present references as footnotes (at the bottom of each page).

Book (single author)
The first reference to a book should be in the following format:
- Name of author, with forename or initials
- Title of work in full, in italics
- Place and year of publication in brackets
- Page(s) referred to

e.g. M. Berg, *The Age of Manufactures, 1720-1820* (London, 1985), p. 97.

Having used this full reference the first time you cite this source, reference to it thereafter should be in a shorter form, *e.g.* Berg, *Age of Manufactures*, p. 97.

If, however, you cite the same book in the footnote immediately following this, you can use: *ibid.*, p. 56.

Book (multiple authors)
As in above, but frequently multiple authored books will be edited collections:

e.g. E. Gordon and E. Breitenbach (eds.), *The World is Ill-Divided: Women's Work in the Nineteenth and Early Twentieth Centuries* (Edinburgh, 1990), pp. 22-35.

Later references would contract this to Gordon and Breitenbach, *Women's Work*, p. 22.

Article in Edited Collection
The first reference to a chapter or article in an edited collection should be in the following format:
- Author (s)
- Title of article, between single quotation marks
- Editor(s) followed by (ed.) or (eds.)
- Title of collection, in italics
- Place and year of publication, in brackets.
- Pages referred to

e.g. T. M. Devine, 'Social responses to agrarian "improvement": the Highland and Lowland clearances in Scotland', in R. A. Houston and I. D. Whyte (eds.), *Scottish Society, 1500-1800* (Cambridge, 1989), p. 112.

Later references would contract this to Devine, 'Social responses', p. 112.

Article in an Academic Journal
The first reference to a journal article should be in the following format:
- Name (s) of author (s)
- Title of article, between single quotation marks
- Title of periodical, in italics
- Volume number, and part number if relevant eg – Vol. 4, No. 3.
- Year of publication, in brackets.
- Page(s) referred to.

e.g. C. A. Whatley, 'Women and the economic transformation of Scotland, *c.* 1740-1830', *Scottish Economic and Social History*, Vol. 14 (1994), p. 237.

Later references would contract this to Whatley, 'Economic transformation', p. 237.

Unpublished Secondary Material eg PhD or Masters Dissertation
The first reference to unpublished secondary material should be in the following format:
- Author
- Title of the work in single quotation marks

- The type of work, eg unpublished PhD thesis and which university it was undertaken at
- Year of completion in brackets
- Page(s) referred to

e.g. G. R. DesBrisay, 'Authority and Discipline in Aberdeen: 1650-1700', unpublished PhD Thesis University of St Andrews (1989), p. 100.

Later references would contract this to: DesBrisay, 'Authority and Discipline', p. 55.

Primary Sources

Published Primary Source
Follow the same conventions for a Book.

e.g. Alvar Nuñez Cabeza de Vaca, *The Journey of Alvar Nuñez Cabeza de Vaca and his companions from Florida to the Pacific, 1528–1536, tr. from his own narrative by Fanny Bandelier* (New York, 1922), pp. 100–108.

Published Primary Source in an Edited Collection
Provide the title of the Primary Source in single quotation marks, with date, if known, and then follow the referencing conventions for an edited collection.

e.g. 'Letter from George Lockhart of Carnwath to James III', 18 December 1725, in R. Harris and A. MacDonald (eds.), *The Making and Unmaking of the Nation, Vol. 3* (Dundee, 2007), pp. 2-3.

Extract from a Primary Source in a Book
Provide the title of the Primary Source in single quotation marks, with date, if known, and then follow the referencing conventions for a Book.

e.g. 'Journal d'un curé de campagne au XVIIe siecle', in P. Goubert, *The Ancien Régime: French Society 1600-1750* (London, 1973), p. 47.

Unpublished Primary Source from an Archive
When referencing a primary source from an archive, provide the name of the archive, the title of the collection – in this instance 'Exchequer Records' and secondly 'Erskine MSS', the archive reference number for the item, and the title of the item with date (if known). The full name of the archive should be used in the first instance and thereafter a short-form can be used.

e.g. National Archives of Scotland (hereafter NAS), Exchequer Records, E41/24/35-36, Petition by heritors of Shetland, 22 August 1696.

Primary Source on a Website
When referencing a primary source on a website provide the author (if known), the title – in this case this is a published document so the title is in italics – date of creation or publication and place of publication (if relevant). Provide the overall title of the website – in this case 'Historical Documents in United States History', the specific URL and then the date on which you accessed the webpage.

e.g. Bishop Las Casas, *An Historical and True Account of the Cruel Massacre and Slaughter of 20,000,000 of People in the West Indies by the Spaniards*, [1542]. [Translated from the French edition. New York, 1898. Originally published 1620.] Historical Documents in United States History
http://historicaldocuments.com/SpanishFriarIndictstheConquistadores.htm (accessed 25/08/05).

Video/DVD
The most important information here is the code number, the title and producer/narrator/writer (if there is one) and also the date (if there is one).

e.g. BBCDVD 1695: *North & South* (based on Elizabeth Gaskell's novel) (2005).

Other videos/dvds stored in libraries will have their own reference. They may also have the date of the program and other relevant information which can be included in the reference if it useful or desirable.

e.g. 629.5.G7. Shell Shock: Minds the dead have ravished (Channel 4). 8. Nov. 1998.

Radio/Television
The required information here is the station, the date of the transmission and title/producer if there is one. If the recording is from a library, put that reference as in video/dvd above. If you have recorded or downloaded it yourself, keep it and note that you have a copy.

e.g. Women's Hour, 'Feminism'. Radio 4. 7.10.03. (recording with writer).

Oral history
Oral evidence available on audio CD should be referenced as with films/dvds. If it is your own research, the most important information is the date the interview took place and some form of reference to differentiate this interview from others.

e.g. Personal Interview (hereafter PI). Interview 1. aged 88 years, driver with the WRVS during WW2. Interviewed 10.6.02. (transcript/recording with writer).

Bibliography

In addition to footnotes, all books and articles consulted – not just those cited in a footnote or endnote – should be listed in a bibliography at the end of the essay.

The style used in the bibliography is *similar* to that of footnotes, but *it is NOT* the same. In the bibliography you do not provide page numbers, and the author's surname is provided before the forename. You should also include the name of the publisher. Bibliographies *must* be in alphabetical order. For example:

Kenefick, W. and McIvor, A. (eds.), *The Roots of Red Clydeside, 1910-1914* (Edinburgh: J. Donald, 1996).

McKinlay, A., 'Philosophers in overalls?: craft and class on the Clydeside, *c.* 1900-1914', in W. Kenefick and A. McIvor (eds.), *The Roots of Red Clydeside, 1910-1914* (Edinburgh: J. Donald, 1996).

Whatley, C. A., 'Women and the economic transformation of Scotland, *c.* 1740-1830', *Scottish Economic and Social History*, Vol. 14 (1994).

If you are listing primary and secondary source material in your bibliography, the primary material should be listed first.

Using this type of referencing system will be particularly important in the third and fourth years of your degree study as you make greater use of primary sources and cite these in your work. Further details about how to reference these will be provided to you later.

Referencing – The Harvard System

Most UHI degree programmes other than History use the Harvard System of Referencing. As part of your study in the History degrees you will undertake study of non-history modules and as such will be required to use this referencing convention in those modules. This will certainly be the case for those of you studying on joint honours programmes. The Politics and Archaeology teams will provide details of how you should referernce correctly for their modules. It is up to you find out what referencing system should be used for the modules you are studying.

A guide, explaining how to use the Harvard system to reference all types of sources from books to blogs, can be found on the UHI library webpages at:

http://www.uhi.ac.uk/en/libraries/how-to

You must use the appropriate system of referencing in each module – if you do not, your work may be penalised. If you are unsure about which form of referencing you should be using ask your module leader.

Writing Style Guide

Abbreviations/Contractions

All words should be written out in full with no abbreviated forms of words/phrases, and no standard abbreviations used either:

'it is' rather than 'it's'
'it would' rather than 'it'd'
'was not' rather than 'wasn't'
'for example' rather than 'e.g.'
'that is' instead of 'i.e.'
'and so on' instead of 'etc.'

Capitalisation

In general, capitalisation should be kept to a minimum.
- abbot of Armagh; king of Scots; John, bishop of Glasgow BUT Bishop John; King Donnchad; the River Dee
- Capitals should be used with common nouns only to specify, or to avoid ambiguity – for example, the distinctions 'church'/'Church'; 'the West' but 'the west of Scotland'; 'the Empire' but 'the Roman empire'; 'the Conquest' but 'the Norman conquest'.

Dates

Please use the following forms:
- Monday, 9 November 1996 (that is, date as Arabic numeral, followed by month's full name, followed by full year in figures – not '96)
- Spell out months in full.
- 1930s (not 1930's)
- in the twentieth century (not 20th century) but twentieth-century literature
- 1899–1901, 1900–1, 1900–10, 1910–18, 1923–4, 1989–91

Font

Please use Times New Roman, 12 point.

Numbers

- Ranges of numbers: in expressing periods of time or a succession of numbers please omit any digits that are not necessary to understanding (but any number in the 'teens should show both digits). Some examples: 3–6, 15–17, 23–4, 37–43, 44–101, 100–9, 105–6, 111–13, 115–17, 123–4, 137–43, 144–244
- Date ranges should also be elided: for example 1124x53, that is a date falling not earlier or later than 1124 and 1153.
- Spell out numbers up to but not including 10 for technical texts. Spell out words up to but not including 100 for more literary texts.
- 6,000, 10,000 *not* 6 000, 10 000 or 6000, 10000.
- Use figures in passages where there is a succession of specific quantities.
- Percentages should be given as follows: 47 per cent; 0.7 per cent.