REFERENCES AND BIBLIOGRAPHY

Essays submitted without footnotes/endnotes will incur a 10% penalty, and essays submitted without a bibliography will also incur a 10% penalty.

Essays submitted with neither notes nor bibliography will incur a 20% penalty.

Referencing

When to provide references

Acknowledging the sources you have consulted in the preparation of your essays and assignments is a process known as referencing. In Humanities subjects, references usually take the form of notes that are separated from the main text.

You should provide reference notes giving the source of all the following:

1. Arguments and ideas which you borrow from someone else's work. You are expected and encouraged to display familiarity with the ideas and research of scholars who have published work in the area you are working on. You must acknowledge this work: it is dishonest to pass off other people’s ideas as your own. This intellectual theft is called PLAGIARISM, and it is a serious academic offence. It will be penalised severely. See the section on plagiarism later in this guide.

2. Information which is not well known, which might be contentious, or which a reader might want to verify. For example, you would not need to give your source for the statement that 'women's suffrage was introduced in New Zealand in 1893,' because no one who knows any New Zealand history will doubt what you say. But you need to footnote the less familiar claim that the suffrage bill passed the lower house because the politicians mistakenly thought that the upper house would reject it.

3. Quotations

4. Statistics

5. Information important for your argument. Unless you do this, you will be unable to convince a sceptical reader.

You should also provide references for:

6. Photographs or maps. References should indicate the source of the image and the source for any explanatory statements. These references are often given as credit lines and placed in parentheses after the text of the caption rather than footnoted.

Notes placed at the bottom of the page are 'footnotes'. Those collected together at the end of the essay are 'endnotes'. They are numbered consecutively throughout the assignment. Fourth-year long essays that contain several chapters should footnote each chapter separately. The superscript numerals, in standard arabic (1, 2, 3 – and NOT i, ii, iii or a, b, c), should be inserted at the end of a sentence, or if appropriate at the end of a paragraph. The number follows after any punctuation. Note that footnotes usually refer to specific pages within a text.

In your essays we require that you present your notes and the bibliography in accordance with the following guidelines, which are based on the practice of many historical journals. This form is called the Chicago style, and is based on The Chicago Manual of Style, 16th ed. (Chicago: University of Chicago Press, 2010). This is available in hard copy in the Central Library or online through the library website www.library.otago.ac.nz/research/citation.html.
First references:

For a first reference to a book use the following format:

1 Tony Ballantyne, Between Colonialism and Diaspora: Sikh Cultural Formations in an Imperial World (Durham, NC: Duke University Press, 2006), 35.

Note that the author’s name is presented in the normal order, with the given name first. At the end of the citation, the specific page number cited is given. The first line of each note is indented five spaces, while subsequent lines go to the left margin. For books, the place of publication and the name of the publisher are given, as well as the date. For the place of publication usually only the city is given. But if the city may be unknown to readers, or may be confused with another city of the same name, an abbreviated form of the state or country is added. So London, New York, or Amsterdam would stand alone, but Cambridge, MA, London, ON or Basingstoke, UK all require additional information. Here the city is Durham, North Carolina.

First reference to a journal article:


A journal is any periodical publication containing scholarly articles. This article would be in volume 45, issue 1 of the New Zealand Journal of History.

In some cases a journal may be cited without an issue number. This is acceptable when pagination is continuous throughout all the issues in a volume, or when a season or month precedes the year in the given date. So Parergon 16 (July 1998) would be an acceptable journal citation.

Reference to works with two authors:

Regardless of the type of work, simply supply both authors’ names. For example:


For this journal article it would also be acceptable to exclude the issue number as the numbering is continuous throughout all four issues published as part of volume 13.

Reference to the second or any subsequent edition of a book:


Reference to an essay or article contained in a book:

An edited volume is a collection of essays/articles, usually by different authors, which have been compiled into one volume by one or more editors.


Reference to an edited book where the entire book is relevant:


Note however that if you are using a specific essay contained within such a work, that essay is your reference, as in the previous example.

Reference to a direct quotation found in an historical work:

Use this format when you want to reference a quotation that you have located in another historian’s work. It indicates that you have not read the original work, except as it is quoted in the secondary
source. The example below references F.J. Hickie’s words that have been quoted in Judith Bennett’s work. Note that both the original and the secondary sources must be listed.


Or if an older work is cited and not all the publishing details are available, the following would suffice:


Reference to the foreword or introduction to a book:


Reference to published primary sources that have been edited, such as a diary, journal, notebook or collection of letters:


Reference to a primary source contained in a published documentary collection:


Reference to a book review:


Reference to a thesis or dissertation:

15 Michael J. Stevens, “Muttonbirds and Modernity in Murihiku: Continuity and Change in Kāi Tahu Knowledge” (PhD diss., University of Otago, Dunedin, NZ, 2010), 110.

Because a thesis is unpublished, the title appears in quotation marks rather than being italicised. The type of thesis, academic institution, location and date follow the title enclosed in parentheses.

Reference to an older published work or a reprinted older work:

If you are using the original, give as much of the standard publication information as you have available. Many older works do not give a publisher’s name; some do not give a city of publication. Retain any unusual spelling, capitalisation and punctuation in the original. If the original title is extremely long, you may truncate it. Place an ellipsis (three full stops) at the end of the title to indicate that it is shortened.

16 Cotton Mather, *The world alarm’d: A suprizing relation, of a new burning-island...* (Boston, MA, 1721).

You are more likely to use a reprint of an older work, such as:

Reference to an oral interview:

18 Hew MacLeod, interview by Shaun Broadley, Dunedin, New Zealand, 1 December 2000, tape recording, Hocken Library, University of Otago.


The first reference is to a recorded interview conducted by a third party, in this case Shaun Broadley, which can be accessed at the Hocken Library. The second note refers to an interview conducted by yourself, the author of the essay in which the note appears.

Reference to archival materials:

When referencing archival material, identify the specific item first and give as much of the following information as available: the date of the item, series title (if applicable), then the name of the collection, the reference number, and end with the archive holding the collection. Where some of this information is unavailable, include as much as you have.

20 Christina MacDonald diary, 17 October 1879 MS-0731, Hocken Library, University of Otago, Dunedin.

21 Governor Fitzroy to George Clarke, 15 September 1845, George Clarke Letters and Reports, 1842-1847, MS-0288, Hocken Library, University of Otago, Dunedin.

Where the source has a page number, include this in your citation. Some manuscripts have folio rather than page numbers. These can be identified as f., fol., or folio. Folios are only numbered on the front (or recto) side of the sheet, so citation should include r (recto) or v (verso).

22 Bestiary, c.1240-50, fol. 10v. MS Bodley 764, Bodleian Library, Oxford.

Reference to an Artwork:

Include the artist’s name, name of the work, date, and current location (if known). You may also note the size of the work and the medium.

24 Johannes Vermeer, The Art of Painting, 1666, Kunsthistorisches Museum, Vienna.

Reference to a course tutorial programme or reader:

25 Angela Wanhalla, History 104: Reader (University of Otago, 2007), 62.

Reference to a text reproduced in a course tutorial programme or reader:


Reference to a newspaper:


The essential elements for a newspaper citation are the name of the author (if given), the title of the article or column, The date of publication, and the name of the newspaperl. If the city of publication is not obvious from the title of the newspaper, indicate in parentheses the place of publication e.g. Times (London). Page numbers and section numbers can be included, but are not essential. When citing a newspaper consulted online, include the URL.

Reference to an image or table from a book:


Use fig. for a figure, or map or table when appropriate.
Reference to a slide collection:

Reference to a DVD or videocassette:
31 *The Devil’s Playground*, videocassette, directed by Barry Paine, Jeffrey Thomas, and Rod Morris (Dunedin, N.Z.: Natural History New Zealand, 1999).

When referencing the DVD or videocassette version of a film originally released in the cinema, include the original release date:

Reference to a website:
Include as much of the following information as can be determined: author of the content, title of the page, title of the site, date of publication or modification, URL.


If there is no author listed, the owner or organisation that runs the site may stand in for the author:

If no publication or revision date can be determined, include the date the content was accessed. If you wish to include an access date as well as a publication or modification date, that is acceptable practice.

Reference to a primary source accessed via the internet:
When referencing a primary source accessed via the internet, use the same format as you would for referencing archival materials. The name of the website and the URL take the place of the name of the archive holding the collection. For example:


Reference to a CD-ROM or DVD-ROM:
Works issued on CD-ROM or DVD-ROM are referenced the same way as the print versions, except that the word CD-ROM or DVD-ROM is inserted after the title:

Because there are four or more authors, cite only the name of the first listed author, followed by et al. In the bibliography list all authors.
Other items:

Second or subsequent references (of all types):
Second and subsequent references to a work that has already been cited need only give the author’s surname and the relevant page number(s). Thus:

40 Ballantyne, 42.

Where you have cited more than one work by the same author, distinguish the works by using abbreviated titles. For example:

41 Ballantyne, *Colonialism and Diaspora*, 121.
42 Ballantyne, *Orientalism and Race*, 76.

Where you refer to the same work in two successive references, you might want to use the abbreviation ‘ibid.’ (From the Latin ibidem, meaning ‘in the same place’).

43 Ballantyne, *Colonialism and Diaspora*, 169.
44 Ibid., 88.
45 Ibid.

Without a page number, the ‘ibid.’ refers to the same work and the same page as the previous reference.

Alternatively, it is acceptable to use the brief citation form. For example:

46 Ballantyne, *Colonialism and Diaspora*, 169.
47 Ballantyne, *Colonialism and Diaspora*, 88.

We advise you to use the brief citation form consistently as you write your essay. Thus if you move any of your paragraphs around, your citations will remain accurate. Always check that the first reference to a work is the full reference. Only change the brief citations to ‘ibid.’, when appropriate, in your final version.

Bibliography
At the very end of the essay, list under the heading 'Bibliography' list all the sources which you have consulted. Bibliographic references differ from footnotes in several ways.

Bibliographies:
- Give the author’s last name first, e.g. Seymour, Mark.
- Are alphabetised by the authors’ last names, not numbered.
- Use full stops where notes tend to use commas and parentheses.
- List entire books or works rather than indicating the specific pages used.
- Have a hanging indent of five spaces rather than a normal indent of five spaces (note this may display incorrectly in some browsers).
- For longer works such as Honours Theses, bibliographies are normally divided into two sections, one for primary sources and one for secondary sources.
Standard forms:

Books:


Articles:


Note that the page numbers for the entire article are given. If a work has two authors, the second author’s name appears in the normal order.


The references are to be listed alphabetically, by the authors’ surnames. If you have two or more works by one author, list them by title – see the sample bibliography below.

The place and date of publication of books are required to identify the edition used. This is important because different editions sometimes have different page numbers. For place of publication, the city is sufficient if the city named is well known: London, New York, Auckland, Sydney. Cities that occur in multiple parts of the world or that are obscure should have either a country or, in the case of the United States, a state specified. Thus Dunedin, NZ; Chapel Hill, NC. If multiple cities of publication are given in the book, use the first one named.

Edited books

are a slightly special case. List the essay(s) used from such a work individually in your bibliography, then list the entire book under the editor’s name as well.

Book reviews

cited in your text and footnoted should be included in your bibliography.

Quotations

can also be a special case. If you take a quote by Karl Marx from a book by Jon Wiener, the bibliography should only have the Wiener book. This is because you have used the Wiener book, but not actually read the original Karl Marx text. Thus your footnote to this quote will cite the Marx text and the Wiener text, but the bibliography will only include the Wiener.

Do not pad your bibliography

Include all relevant items cited in your essay, and other major works that contributed significantly to informing your work. Most bibliographies will include only the items cited; some will have one to three other sources.

Sample Bibliography

*Primary Sources*


*Bestiary*, c.1240-50. MS Bodley, Bodleian Library, Oxford.


**Secondary Sources**


PLAGIARISM

Students should make sure that all submitted work is their own. Plagiarism is a form of dishonest practice. Plagiarism is defined as copying or paraphrasing another’s work and presenting it as one’s own (University of Otago Calendar 2011 page 224). In practice this means plagiarism includes any attempt in any piece of submitted work (e.g. an assignment or test) to present as one’s own work the work of another (whether of another student or a published authority).

If your course requires electronic submission, be aware that your assignment may be checked through the software “Safe Assign” for evidence of copied material. Any matches with other written material may be interpreted as plagiarism if it is not properly cited according to bibliographical standards. Submission of an assignment requiring your student ID and password is an admission that what you submit is your own work.

Any student found responsible for plagiarism in any piece of work submitted for assessment shall be subject to the University’s dishonest practice regulations which may result in various penalties, including forfeiture of marks for the piece of work submitted, a zero grade for the paper, or in extreme cases exclusion from the University.

ALL ASSIGNMENTS AND ESSAYS MUST HAVE A COVERSHEET ON THE FRONT, WHICH IS SIGNED BY THE STUDENT. THIS IS AVAILABLE FROM BLACKBOARD, AND THE ‘STUDY SKILLS’ SECTION OF THE DEPARTMENTAL WEB SITE.