

# History Faculty Style Guide

2022-23

*This document applies to all coursework submitted for examination in the Historical Tripos (Themes & Sources Long Essays, Special Subject Long Essays and Dissertations) and the History and Politics Tripos (Long Essays and Dissertations submitted to the History Faculty).*

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**Section I gives compulsory requirements for all coursework:** these include the regulations for:

- the wordcount
- presentational matters including line spacing, page numbers, margins, font
- for miscellaneous matters
- and basic compulsory requirements for footnotes and bibliography.

**Section II gives an example of a specific style for footnotes and bibliography, adapted from Cambridge University Press guidelines for Humanities and Social Sciences. This is recommended but optional.**

So long as the guidelines set out in Section I are observed, students may choose from any documented style for footnotes and bibliography, on condition that they apply it sensibly and consistently. They may wish to consult, for example, the style adopted by journals in the field of their submission; the latest edition of the *Chicago Manual of Style*; or the compact version of this guide found in Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 9th ed. (Chicago: University of Chicago Press, 2018).

This latitude in style choice has been introduced because academic styles vary widely among different journals and publishers. It would not be helpful to require students to adhere to a single system as if that were likely to be the only system required of them in the future.

What students need to learn is to be **consistent and clear** in their use of any given style. It is this that the combination of compulsion and flexibility in this guide seeks to inculcate.

## Section I: Compulsory Requirements

### A. Good academic practice

*It is important to remember that **quoting and referencing in a clear, correct, and consistent fashion is not a trivial or pedantic matter** and should never be an afterthought. Getting this right is at the core of our ethical commitment as historians. Good citational practices and well put-together footnotes and bibliographies enable our peers to verify our claims, to challenge our arguments, and to build on our work.*

**Direct quotations**, no matter how short, should **always be in quotation marks**, following the conventions set out below.

**Paraphrased passages** should always cite the author you are paraphrasing, attributing carefully and making it clear to the reader which ideas belong to another scholar, and which are your own.

*Here's a made-up example:*

**(Sentence A)** Smith argues for a move away from discursive understandings of working-class culture. **(Sentence B)** However, it is clear this view is naïve as it understates the extent to which discourse and practice are mutually constitutive.

Where Sentence A gives Smith's view and Sentence B gives your own argument in response.

### B. Word count

1. The word count for each piece of coursework is clearly stated in the relevant essay, exam, or dissertation guide.
2. The word count **must** be **strictly observed**. Examiners are likely to deduct marks for work which exceeds the prescribed word limits.
3. The word count **includes**:
  - a. **Statistical graphs, charts, tables, and 'digital objects'**. Each of these should be counted as **150 words**. Digital objects are defined by the Society of American Archivists as units of information that include properties and methods, or 'means of performing operations on the object'. In other words, they are digital tools that enable the manipulation and analysis of data. However, technical explanations accompanying digital objects (where necessary) are **not** included in the word count (see below, A. 4.d.)
  - b. **Appendices** (if any): appendices can only be included in Part II dissertations, and only on the advice of your supervisor, who must consult with the Faculty.  
  
Appendices cannot be included in any other pieces of assessed undergraduate coursework.  
  
For Part II dissertations, permission may be sought from the Faculty Board to exclude from the word count an appendix which for the convenience of the examiners reproduces a little-known or difficult-to-access text or source being discussed: see the [Dissertation Guidelines](#) for the procedure to be followed.
  - c. **Chapter and section headings** (and subheadings).
  - d. **Captions** for figures and maps. (On the format of these, see below, C.4.)
4. The word count **excludes**:
  - a. **Footnotes**. However, footnotes should be restricted to the documentation of

claims and the registration of relevant caveats or observations in relation to the literature. Footnotes must not be used to circumvent the word-count length in relation to the argument of the essay or dissertation; examiners have the discretion to penalise work which grossly abuses the purpose of footnotes. See below for further instructions on footnotes.

- b. **Bibliography.** See below for further instructions on bibliography.
  - c. **Prefatory material:** title page, table of contents (for dissertations only: see B.7 below), acknowledgements page (optional), abbreviations list (optional: see C.3.b below), List of Figures (if relevant: See C.4 below).
  - d. **Illustrations and maps,** including cover images. If you include these, please ensure that they are clear and legible and have appropriate captions. The captions do count in the word count, as stated in A.3.d above; however, technical explanations of graphs and digital objects are not included, as stated in A.3.a above. A technical explanation is narrowly defined as any text strictly necessary to understanding the digital object it accompanies.
  - e. **Passages duplicated because of the requirement to supply translations of sources in languages other than modern English** (see section C.4). Students may supply either the original-language source or the translation in the body of the text, as they see fit. Those who have quoted from the original-language source should supply the English translation in the footnotes, and vice versa. Since these duplicated passages are placed in the footnotes, they are not included in the overall word count. Note that if, in the body of the text, there is discussion of the translation as part of the argument, there the translated words in the main body should be counted normally.
5. Calculating and verifying the word count: the word count should be conducted on the main body of the text, excluding prefatory material and bibliography, and setting the 'word count' tool to exclude footnotes from the word count.

### **C. Presentation matters**

1. The text should be **double-spaced**, with the exception of footnotes, which should be single-spaced.
2. Submissions should be typed and **printed single-sided**.
3. The main text, bibliography, and any other prefatory or appended materials should use 11- or 12-point font. Footnotes may use 10-, 11-, or 12-point font.
4. Margins should be at least 2.5cm on each side. The main text should be left justified but not right justified.
5. **All pages should be numbered**, with the exception of prefatory material (the title page, table of contents, and any acknowledgement page or abbreviations list) and the first page of full text. These numbers should be in the top right-hand corner of each page and should not be preceded by any 'p.' or followed by a full stop.
6. Avoid 'widows and orphans': that is, headings, single words, or single lines of text that dangle, separated from the rest of the section to which they belong, at the top or bottom of a page. You may insert additional line spaces to avoid such occurrences.
7. Dissertations should include a **table of contents** on a separate page, which lists the title, chapter titles, and any sub-sections, giving for each the page number on which it

begins (without any 'p.' or full stop associated with that number).

**D. Miscellaneous matters**

**1. Spelling, punctuation, and capitalization:**

- a. Punctuation systems should consistently follow **British style** (except in quotations from other sources, where the punctuation convention of the original should be retained). British style uses **single inverted commas**, except for quotations within quotations (which have double inverted commas). Punctuation should follow closing inverted commas, as in:

It was 'too close to call'.

- b. The exception to the above rule is the case of grammatically complete sentences beginning with a capital letter as in the following example:

'This is an example of such a grammatically complete sentence.'

- c. Full sentences within brackets have their punctuation within brackets:

He said it. (But I don't know why.)

But contrast the case of brackets used within a full sentence:

He said it (but I don't know why).

- d. Use the *serial comma*: 'red, white, and blue' rather than 'red, white and blue'.
- e. Use the *possessive 's'* following a name ending in -s (Dickens's, Jones's, rather than Dickens', Jones'), except for names from antiquity (Socrates', Jesus').

**2. Numbers and dates:**

*Numbers* should be written out up to 100, except in a discussion that includes a mixture of numbers above and below this, in which case all of them should be in figures (e.g., 356 walkers overtook 72 others, as 6 fell back, exhausted). However, numbers with units should always be given in figures, with a space between the number and the unit (e.g., 4 cm).

*Dates* should be written in the form: 20 December 1148; 20 December; AD 245-50. Centuries should be written out (twenty-first century) and 1920s etc. should be written without an apostrophe.

**3. Abbreviations and reference conventions:**

- a. The following are **standard abbreviations** which you may employ without having to list them or explain them to the reader:

- ed., eds., edn      editor, editors,  
   edition
- f., ff.                following page or  
   pages
- fol. and fols        folio, folios
- MS and MSS        manuscript(s)
- qu                    quoted

r.	recto
sig.	signature number
trans.	translated (by)
v.	verso
vol., vols.	volume, volumes

Note that abbreviations are followed with a point: ch., vol., vols.  
Contractions have no following point, so edn, Dr, St are correct.

- b. You may also give abbreviations for journals, series titles, or materials to which you will be referring frequently in the text or notes. These abbreviations should be listed on a page at the beginning of the submission, which as stated above does not count toward the word limit. Standard examples include *EHR* (*English Historical Review*), *HJ* (*historical Journal*), *AHR* (*American Historical Review*), *MGHSS* (*Monumenta Germaniae Historica Scriptores*).
- c. Websites should be cited without angle brackets: <http://www.cambridge.org>. Though some authorities now counsel that there is no need to give the date of access to a site, the DNB and other important historical sources recommend it in view of frequent updating. You should therefore **include the date you last accessed a site**, adapting the following form as appropriate:

John Morrill, 'Cromwell, Oliver (1599-1658)', *Oxford Dictionary of National Biography*, Oxford University Press, Sept 2004; online edn, May 2006  
[<http://www.oxforddnb.com/view/article/6765>, accessed 15 June 2021].

However, you should avoid citing websites where unnecessary—e.g., where a manuscript or source is readily available in print.

To cite an interview that you have conducted, give:

- The name of the person interviewed (**unless** the interviewee has asked to remain **anonymous**)
- The kind of interview (e.g., Personal interview, Telephone interview)
- The date and location of the interview

George Mead, personal interview, 27 September 2020, Plymouth.

Anon., personal interviewm 5 October 2022.

The primary source section of your bibliography must include a list of interviewees (anonymised as necessary), indicating the date and location of the interview, unless the latter compromises the anonymity of the source.

#### 4. **Illustrations, figures, maps:**

- a. Insert figures in or at the end of the text, accompanied by a **caption** which clearly indicates as much as possible of the following information:
- artist/author
  - medium where relevant (oil/watercolour/pen and ink/engraving, welded steel, limestone, tin, etc.)
  - date

- location of the original
- where you found the image.

The caption, which is included in the word-count, should be kept short while serving as a reference for the image as a primary source. The images must be numbered in order of appearance (1, 2, 3 etc.).

*Examples of suitable captions are:*

Fig. 1. Map indicating the distribution of crannog sites dating from the Middle Ages (c. 500-c. 1500) (reproduced from M. Stout, *Early Medieval Ireland 431–1169* (Dublin: Wordwell, 2017), fig. 48).

Fig. 2. Galata, Istanbul, 1938, from album of photographs by Albert Eckstein, Eckstein Album H, Skilliter Centre, Cambridge (reproduced from <https://cudl.lib.cam.ac.uk/view/PH-NEWNHAM-ECKSTEIN-H/8>)

Fig. 3. M. Tunbridge, HM Stationery Office, 'Dig for Victory.' Imperial War Museum, Art. Imperial War Museum photos PST 0696 (reproduced from <https://www.iwm.org.uk/collections/item/object/26611>)

Fig. 4. Eiffel Tower, Paris, built 1887. (photo: author).

- b. **Size:** whatever can be reproduced comfortably on the page. (For the purposes of uploading a digital copy to Moodle, the overall file size of your essay or dissertation should not exceed 40MB.)
- c. **Do not include your images in the bibliography.** Instead, include a separate **List of Figures** at the front of the dissertation, where you identify the illustrations, maps, charts, and graphs by their number and then give the same information as in paragraph a, above.

## 5. Translation of Sources

Where sources in a language other than modern English are being cited, you can either:

- give quotations in the original language and include an English translation in the footnotes, or
- include the translated text in the main body and the original in the footnote.

If sources have been consulted in **translation** but not in the original language, the edition/translation consulted must be clear in the citation. **Only the English version should be cited.** For guidance on how this affects the word count, see A.4.e above. Please note that this guideline does not apply to terms commonly used in English, e.g., 'Ancien régime.'

## E. Basic compulsory guidelines for footnotes

1. Use **footnotes**, not endnotes, for Faculty submissions. These footnotes should give a **full form of the reference** when first used, in whatever consistent style is adopted (see Section II for a recommended style).

**Do not use the author-date system (e.g., Skinner, 1969) in either text or footnotes.**

Although this system is used in some types of scholarly works, it is not well suited to most kinds of historical writing and analysis. It is therefore important for historians to learn to use a full reference footnoting system.

2. See A.4.a. above for the golden rule on footnotes, which can be loosely summarized as keeping footnotes **as brief as possible**. Notes should essentially be used for reference and not as a means of including substantive argument or evidence which should sit in the main body of the text.

**Example of a footnote which would meet the A.4.a. guideline:**

See D.S. Allen, *The World of Prometheus* (Princeton: Princeton University Press, 2000), who however understates the extent to which the Athenians felt bound by their laws.

**Example of a footnote which would violate the A.4.a. guideline:**

Allen argues that the Athenians determined their own law, without professional judges, legislators, or bureaucrats, and that this led them to see the law as a tool to use in rhetorical argument rather than as a binding and independent constraint. However, this understates the extent to which the Athenians felt bound by their laws. They referred to them as 'the laws of Solon' and appeal to the laws, or to their violation, was a trump card in political dispute.

3. **Don't over-footnote**, but do make clear which reference goes with which item (don't put five or six citations all in one footnote at the end of a paragraph, but key each to its relevant sentence). **Where you have several references in a single footnote, separate items by a semi-colon**. In most cases, the footnote indicator comes **at the end of a sentence**.
4. Put a full stop at the end of every footnote.
5. In works divided into chapters, as most Part II dissertations are, the **footnote numbering begins anew in each chapter**.

## **F. Basic compulsory guidelines for bibliography**

1. Bibliographies should be divided into **sections**, as applicable:
  - a. Archives and series consulted
  - b. Primary manuscript sources [manuscripts and unpublished sources from the period studied]
  - c. Primary printed sources [printed editions of sources from the period studied]
  - d. Secondary sources [works by historians or others, subsequent to the period studied].

Where relevant, students should also include sections for:

- Oral history interviews
- Newspapers and magazines
- Digital databases and sources

See the examples provided below.

2. In all these sections, items are listed in **alphabetical order**. In the case of printed sources, this is done by the first or only author's **surname**. In the case of works without an author, it is done by title, but these are in the same alphabetical listing.
3. Put a full stop at the end of every bibliographical entry.



## Section II: Example of good practice: recommended style conventions for footnotes and bibliography

Whereas the rules in Section I are **compulsory**, the style conventions given in this section (Section II) are **recommended only**.

Section II outlines a style which you may choose to adopt for footnotes and bibliography. However, you are not required to do so. You may alter the style for your own purposes so long as you are consistent. (For example, medievalists and early modernists often omit the name of the publisher as this is either irrelevant or unknown for manuscripts and for early printed books).

Alternatively, you may use any other consistent and documented style that you choose so long as you adhere to the requirements in Section I. **At the risk of repetition, it must be stressed that the crucial issue is clarity and consistency within a single piece of work.**

### A. Footnotes

The style convention for footnotes given here is to give a full reference at the first citation, and then author-plus-short-title in subsequent citations. The examples below use lower case in titles except for proper nouns; this should always be followed in the case of French and Latin titles, but in English and German titles either upper case or lower case may be used for non-trivial words in book titles.

1. First (or 'full') reference to books, articles, and manuscript source may be given as in the following examples (you may choose between giving authors' names exactly as in their works, and using initials-plus-surname for all authors), giving where relevant the specific page number(s) to which you are referring:

#### **Books:**

Rosamond McKitterick, *Carolingians and the written word* (Cambridge: Cambridge University Press, 1989), p. 44

[Here 'p. 44' is the specific page to which reference is being made. CUP style permits the 'p.' here, but its use is not mandatory, and you may choose to omit it so long as you do so consistently.]

Dipesh Chakrabarty, *Provincializing Europe: Postcolonial thought and historical difference* (Princeton: Princeton University Press, 2000), pp. 75-9.

[Here 'pp. 75-9' are the specific pages to which reference is being made; there is alternatively a different convention, of dropping the 'p.' or 'pp.' when a volume number is cited.]

George S. Rousseau and Pat Rogers (eds.), *The enduring legacy: Alexander Pope, tercentenary essays* (Cambridge: Cambridge University Press, 1988), p. 44.

#### **Book chapters in an edited volume:**

Charles Taylor, 'The hermeneutics of conflict', in *Meaning and context: Quentin Skinner and his critics*, ed. James Tully (Princeton, NJ: Princeton University Press, 1988), pp. 218-28.

[Here '218-28' is the complete page range of the chapter.]

Guy Halsall, 'Childeric's Grave, Clovis' Succession, and the Origins of the Merovingian Kingdom,' in *Society and Culture in Late Antique Gaul: Revisiting the Sources*, eds. Ralph Mathisen and Danuta Shanzer (Farnham, UK: Ashgate, 2001), p. 120.

[Here 'p. 120' refers to the specific page relevant to the footnote.]

**Journal articles:**

Elizabeth Salter, 'Piers Plowman and the pilgrimage to truth', *Essays and Studies* 11 (1958), 34-48.

[Here '11' is the volume number, which must be given, and '34-48' is the complete page range of the article. As the Salter example shows, it is not necessary to give the journal issue number or month in addition to the volume. If you do decide to adopt a convention of giving either issue number or month (which must be done consistently), omit the other: either *Journal of American History* 91:4 (2005), or *Journal of American History* 91 (March 2005), but not *Journal of American History* 91:4 (March 2005).]

Arthur Jerrold Tieje, 'A peculiar phase of the theory of realism in pre-Richardsonian fiction', *PMLA* 28 (1913), 213-52, at p.214.

[Here *PMLA* would have to have been explained in an abbreviations list, otherwise spelt out here at first reference.]

**Printed primary sources:**

The reference should begin with the author's name, as below, and the editor or translator's name, if available, should be provided after the title. Here are some examples:

Gregory I, *The Letters of Gregory the Great*, trans. John C. Martyn, 3 vols. (Toronto: Pontifical Institute of Mediaeval Studies, 2004).

[For an individual subsection within this book, the reference would be:

Gregory I, Book II, Letter 46, in *The Letters of Gregory the Great*, trans. J. C. Martyn (Toronto: Pontifical Institute of Mediaeval Studies, 2004), vol. I, p. 227.]

Einhard, *Vita Karoli*, c. 12, ed. O. Holder-Egger, *MGH SRG* (Hanover: Hahn, 1911), p. 15.

[Here *MGH SRG* would have to have been explained in an abbreviations list, otherwise spelt out here at first reference.]

*Calendar of the Patent Rolls Preserved in the Public Record Office, 1216-1509*, 54 vols. (London: Public Record Office, 1891-1916).

Samuel Pepys, *The Diary of Samuel Pepys. A New and Complete Transcription*, eds. W. Matthews, W. Armstrong, R. Latham, 11 vols. (London: Bell, 1970-83).

**Manuscript materials:**

Richardson to Lady Bradshaigh, 15 December 1748, 'Richardson /Bradshaigh letters', Forster collection, XI, fol. 7, Harvard University, Cambridge, Mass.

**Parliamentary papers:**

Given the range of formats in which these materials appear, you should aim to cite in the following way: Government department/committee/organisation. *Title*, year. (House name abbreviated (ie HC or HL) series number, parliamentary session). (Place of

publication: Publisher.)

For example:

Ministry of Defence. Major Projects Report, 2006 HC: 23-I 2006-2007 online:  
<https://www.nao.org.uk/wp-content/uploads/2006/11/060723i.pdf>

Commons sitting of Tuesday 28 June, 1966. House of Commons Hansard, Fifth Series,  
Volume 730, pp. 1557-1760 (online:

<https://parlipapers-proquest-com.ezp.lib.cam.ac.uk/parlipapers/docview/t71.d76.cds5cv0730p0-0007?accountid=9851>)

***Unpublished theses or dissertations:***

H. R. Southall, 'Regional unemployment patterns in Britain, 1851 to 1914',  
unpublished PhD thesis, University of Cambridge (1984), p. 72

***Newspaper and magazine articles:***

You should cite: the author name (where available), the article title, the  
publication, the date of publication, and the page number (where available)

Hannah Murphy and Sujeet Indap, 'Elon Musk's Twitter climbdown: "a big pill  
to swallow"', *Financial Times*, 5 October 2022.

For more examples of how to cite newspaper articles, you can consult  
Bloomsbury's Cite Them Right [website](#).

***Oral history interviews:***

For interviews you have conducted yourself, you should cite the name of the interviewee  
(where the person has given consent), the type of interview, and the date and location:

George Mead, personal interview, 27 September 2020, Plymouth.

For existing oral history interviews, you can use the following format:

Terry Leahy, interviewed by Niamh Dillon (2005/6) for the project, 'Tesco: An Oral  
History'. Interview available as a British Library Sound Recording, ref. C1087/13.

***Films, music videos, and television programmes:***

There is enormous variation in the ways that films and TV programmes are  
conventionally cited. Use the examples laid out below to construct a consistent system of  
referencing:

**For an original release**, you should cite the director and producer, the title, the  
distributor, and the release date:

Alfred Hitchcock (director and producer), *Dial M for Murder* (Warner Bros., 1954)

**For a DVD or VHS release**, you should cite the director, producer, title, original release  
date, place of distribution, distributor, release date, and format:

Joel Coen (director), Ethan Coen (producer), *The Big Lebowski* (1998; Los Angeles:  
Universal Home Studios, 2005 [DVD])

Franc Roddam (Director) and Paul Watson (Producer), *The Family*, BBC One London, 1974.

Thomas Schlamme (Director) and Kristin Harms (Producer), 'The Pilot', *The West Wing*, NBC Television, 1999.

**Radio programmes:**

*The Shipping Broadcast*, BBC Radio 4, 5 October 2022

'Londongrad', *How to Steal a Trillion*, BBC Radio 4, 5 October 2022.

**Song lyrics and sheet music:**

You should give the name(s) of the lyricist(s) or composer(s), the title of the piece, the place of publication, the name of the publisher, and the year of publication

John Lennon and Paul McCartney, *Strawberry Fields Forever* (Liverpool: Northern Publishing, 1967)

**eBooks:**

Digital resources come in a wide variety of formats.

The general rule of thumb is that you should reference **e-books** and **scans** of printed material **in the same way as the printed matter**.

For e-book platforms which are not paginated in the same way as a printed book, you may need to cite the chapter/paragraph, or the percentage point of the ebook.

Extensive guidance on this matter is available here, from the University Library:

<https://libguides.cam.ac.uk/cambridgeebooks/cite>

**Websites and blogs:**

For **websites**, you should cite: Website name, author (where available), date last accessed, URL:

'Cite Them Right', last accessed 5 October 2022,

<https://www.citethemrightonline.com/category-list?docid=CTRChicago>.

For **blog pieces** and **online articles**, you should cite: Author, title of post, website name, publication date (where available), URL:

Melanie Walsh, 'Where is all the book data?', *Public Books*, 4 October 2022,

<https://www.publicbooks.org/where-is-all-the-book-data/>

For **Wikipedia articles**, you should cite: Page title, website, date last accessed, URL:

'French Revolution', *Wikipedia*, last accessed 5 October 2022,

[https://en.wikipedia.org/wiki/French\\_Revolution](https://en.wikipedia.org/wiki/French_Revolution)

**Social media posts:**

You should cite the author (where known), screen name or avatar, title of post, name of platform, date of post, and URL:

Kwasi Kwarteng (@KwasiKwarteng), 'We get it and we have listened.', *Twitter*, 3

October 2022, <https://twitter.com/kwasikwarteng>

## 2. Short reference

After the first mention, references to the source in the notes should take a shortened form. A shortened reference includes only the last name of the author and an

improvised short title for the book (containing the key word or words from the main title, so as to make the reference easily recognisable and not to be confused with any other work), followed by the page number of the reference. Thus:

*Books:*

Rousseau and Rogers (eds.), *Enduring legacy*; Chakrabarty, *Provincializing Europe*, p. 74.

**Articles and book chapters:**

Salter, 'Pilgrimage to truth', pp. 34-5; Tiejie, 'A peculiar phase', p. 75.

Taylor, 'The hermeneutics of conflict'.

**Manuscript material:**

Southall, 'Regional unemployment', p. 72; 'Richardson / Bradshaigh letters', fol. 116. BN n.a.fr. 20628 (Thiers Papers), fol. 279.

### 3. Miscellaneous

The author may be separated from the short title, in footnote formulations such as:

As Chakrabarty observes, words and historical categories do not easily translate conceptually across languages or cultures, *Provincializing Europe*, p. 76.

You may choose to use 'Ibid.' [no italics] to refer to the work mentioned in the immediately preceding reference, so long as there is no danger of confusion. So:

Chakrabarty, *Provincializing Europe*, p. 134.

Ibid., p. 108.

But not:

Chakrabarty, *Provincializing Europe*, p. 134; Mitra, *Isvar Chandra*, pp. 78-9.

Ibid., p. 108.

## B. Bibliography

1. A bibliography should generally contain **all the sources** cited in the text and notes and **any other important titles** that you have consulted or used in preparing the submission.
2. The form of entries in the bibliography is similar to that for the full reference, except that the **author's surname appears first**. The bibliography **does not give references to specific page numbers** where information can be found, but rather lists pages only where they are the **full-page range of a journal article, book chapter**, or other similar section of a larger whole.
3. Whatever style is adopted, items in a bibliography should have what is called a **'hanging indent'**, that is, the first line is flush with the left margin, but subsequent lines are indented three or four spaces. (This is as shown in the examples below.)

**Examples for books, journal articles, and chapters in books:**

Lawson, Laura, *City bountiful: A century of community gardening in America* (Berkeley: University of California Press, 2005).

- McCormick, Michael, *Origins of the European economy: Communications and commerce, A.D. 300–900* (Cambridge: Cambridge University Press, 2001).
- Mathisen, Ralph and Danuta Shanzer (eds.), *Society and Culture in Late Antique Gaul: Revisiting the Sources* (Farnham, UK: Ashgate, 2001).
- Salter, Elizabeth, 'Piers Plowman and the pilgrimage to truth', *Essays and Studies* 11 (1958), 30–48.
- Tieje, Arthur Jerrold, 'A peculiar phase of the theory of realism in pre- Richardsonian fiction', *PMLA* 28 (1913), 213–52.
- Balzaretti, Ross, 'The politics of property in ninth-century Milan: Familial motives and monastic strategies in the village of Inzago', *Mélanges de l'École française de Rome* 111.2 (1999), 747–70.
- Pohl, Walter, 'Frontiers in Lombard Italy: The Laws of Ratchis and Aistulf', in *The Transformation of Frontiers. From Late Antiquity to the Carolingians*, eds. Walter Pohl, Helmut Reimitz, and Ian Wood (Leiden: Brill, 2000), pp. 117–41.

**Examples for printed primary sources:**

- Gregory I, *The Letters of Gregory the Great*, trans. J. C. Martyn, 3 vols. (Toronto: Pontifical Institute of Mediaeval Studies, 2004).
- Smith, Adam, *The Theory of Moral Sentiments*, eds. D. D. Raphael and A. L. Macfie (Oxford: Clarendon, 1976).

**Examples for archival and manuscript sources:**

There are several options in the case of primary manuscript and archival sources.

It is conventional to list the boxes and files consulted in an archive, though not the titles of individual items, in the following fashion:

Name of archive, title of series and/or sub-series, file or box reference numbers or names

*Example:*

Archives du Ministère des Affaires Etrangères, La Courneuve  
Nouvelle Série/Turquie/Syrie-Liban

108

109

114

115

Where sources in a named collection have been used, this collection should be listed by its name (surname of individual or first word of organisation), as follows:

James Madison Papers. Library of Congress, Washington, DC.

National Fountain Pen Association Papers. Wisconsin Historical Society, Madison, WI.

Jemima O'Rourke Diary. Alamance County Historical Society, Graham, NC.

Rawlinson MS D. 36. Papers on learning collected by Francis Turner. Bodleian Library, Oxford.

Donald Rumsfeld Papers. Houghton Library, Harvard University, Cambridge, MA.

You will note that, with **classical**, **medieval**, and **early modern manuscripts**, it is common for collections to be numbered as well as named, and (unlike modern sources) usual to list individual manuscripts, although not down to the level of the individual folios referenced.

However, an alternative to the above convention is widely used by medieval historians. This is to give the alphabetical listing by the place where the manuscript is held, followed by the library, and then the shelf mark of the collection.

Medievalists should follow this convention and others may choose to do so on the advice of their supervisor.

*Examples:*

Oxford, Bodleian Library, Rawlinson MS D.36. Papers on learning collected by Francis Turner.

Munich, Bayerische Staatsbibliothek, Clm. 14000 (s.ix<sup>2</sup>, court school of Charles the Bald).

London, British Library, MS Cotton Nero D.IV (s.vii<sup>ex</sup>, Northumbria, Lindisfarne Gospels).

***Examples for newspapers and magazines:***

Title of publication and, where useful, place of publication should be listed, along with the date range for issues consulted

*Financial Times* (1978-82)

*Manchester Guardian* (1916-17)

***Examples for websites:***

Knight, Sam, 'How the sandwich consumed Britain', *The Guardian*, 24 November 2017 [https://www.theguardian.com/news/2017/nov/24/how-the-sandwich-consumed-britain, accessed 12 March 2019].

Social History Facebook page, *Facebook*, 24 March 2020 [https://www.facebook.com/groups/587467998128723/, accessed 10 April 2020].

***(Updated 2022-23)***