History Guide for References and Bibliography

Bibliography
Essays should include a BIBLIOGRAPHY of works used, including books, articles and also any electronic sources. It is <u>not</u> necessary to include lecture- or class-notes. Full, accurate, and consistent information should be provided. It is sensible to make a note of these details when undertaking your preparation for the essay. If necessary, check the original, or the relevant entry in the library catalogue.

Listing of secondary works in bibliography
In the bibliography a distinction should be made between secondary works, primary sources and internet materials. Your bibliography should include all the material that you have read for your essay even if you have not cited it in the text of the essay. The citation should be in the format outlined below and the author's surname should come first.

Books, chapters and articles should be listed <u>alphabetically</u> according to the author's surname.

For example:
Butterwick, R., *Poland's last king and English culture: Stanislaw August Poniatowski 1732-1798* (Oxford, 1998).
Flanagan, M. T., 'Irish and Anglo-Norman warfare in twelfth-century Ireland' in T. Bartlett and K. Jeffery (eds), *A military history of Ireland* (Cambridge, 1996), pp 52-75. Garnham, N., 'How violent was eighteenth-century Ireland?' in *Irish Historical Studies*, xxx (1997), pp 377–92.
Johnson, D., 'Aspects of a liberal education: late nineteenth-century attitudes to race, from Cambridge to the Cape Colony' in *History Workshop*, 36 (1993), pp 162-82. O'Connell, Sean, *Credit and community: working-class debt in the UK since 1880* (Oxford, 2009).
Turton, K., *Forgotten lives: the role of Lenin's sisters in the Russian Revolution, 18641937* (London, 2007).

You will usually find the date and place of publication on the title page or on the first or second page of the book. Note the different formats for books, chapters in books and journal articles:

Books:
- Author (surname then initials)
- Full title (in italics, and using capitals as in normal text, i.e. only at the start and for proper nouns like names or places)
- Place and date of publication (but not publisher's name)

Articles in journals:
- Author (surname then initials)
- Title of article (in single quotation marks, using capitals as in normal text, i.e. only at the start and for proper nouns like names or places)
- Title of the journal (in italics, using capitals for all nouns)
- Volume number (preferably in roman numerals)
- Year of publication (in brackets)
- Page number abbreviated to 'p.' or page numbers abbreviated to 'pp'.

Articles in books:
- Author (then surname then initials)

- Title of article (in single quotation marks, using capitals as in normal text, i.e. only at the start and for proper nouns like names or places))
- Editor(s) of book (initials, then surname)
- Title of the book (in italics)
- Place and year of publication (in brackets)
- Page number abbreviated to 'p.' or page numbers abbreviated to 'pp'.

Items accessed via Queen's Online
Material accessed through Queen's Online should be cited by reference to their <u>original publication</u>, where possible, in the same way as for books and articles above. Nearly all the articles and book chapters made available via QOL are also available in hard copy in the library. If necessary, these should be checked for the correct citation and page numbers.

Listing of primary sources in the bibliography

Primary sources should be divided into (i) <u>manuscript sources</u> (normally only used for dissertations), arranged alphabetically by name of archive (ii) <u>edited primary sources</u> (iii) <u>printed contemporary material</u> (divided into newspapers, pamphlets, official reports or other contemporary literature. The citation should be as below. The material should be listed alphabetically under each subheading.

When documents are cited in the footnotes from an edited or printed collection of various documents, the bibliographical reference should refer only to the edited volume, giving the initials and surname of the editor, the title of the book in italics, and the place and date of publication. A bibliographical reference to an edited edition of one document, such as a diary, should give the first name and surname of the author of the document, the title of the book in italics, the initials and surname of the editor and the place and date of publication. If there is more than one volume, give the volume number(s) cited. Contemporary pamphlets and other printed literature can be cited in the same way as books.

For example:

Primary Sources

<u>Manuscript Sources</u>

Public Record Office of Northern Ireland
T/3301 Account book of the Orr family, Co. Down

Trinity College Dublin
Frederick H. Boland Papers

<u>Edited Primary Sources</u>

Keith, A. B. (ed.), *Speeches and documents on the British dominions, 1918-1931* (London, 1932)
The correspondence of Daniel O'Connell vol 3 (1824-1828), ed. M. O'Connell (Dublin, 1974)
The Synge letters: Bishop Edward Synge to his daughter Alicia, Roscommon to Dublin, 1746-1752, ed. Marie-Louise Legg (Dublin, 1996)

<u>Printed Contemporary Literature</u>

Newspapers
Belfast News-Letter
Connecticut Observer
The Times

Pamphlets
Swift, Jonathan, *The drapier's letter to the good people of Ireland* (Dublin, 1745)
Wollstonecraft, Mary, *A vindication of the rights of woman: with strictures on political and moral subjects* (London, 1792)

Official Publications
Report of the commissioners for inquiring into the conditions of the poorer classes in Ireland: first report, HC 1835 (369) xxxii, pts 1 & 2
Report of the royal commission on prisons in Ireland 1884 [C.4233-1], HC 1884-5, xxxviii

For further advice on the citation of parliamentary papers see *Rules for Contributors for Irish Historical Studies* at Rules for Contributors.pdf.

Listing of Internet Sources in bibliography
Internet sources should be listed under a separate heading. Sources consulted on the internet should include a description of the document, the website address and the date on which it was consulted. If possible, also include the author or group responsible for the website.

For example:
Register, Commonwealth War Graves Commission
(http://www.yard.ccta.gov.uk/cwgc/register.nsf) (5 July 1999).
Ulster Historical Foundation, 'Distribution of surnames in Ireland in 1890' (www.uhf.org.uk) (2 Jan. 2003).
Online Video:
BBC News 'The Fall of the Berlin Wall (PART 1) - East Germany opens the gates*',* 9 November 2009 (https://www.youtube.com/watch?v=fjNz1IvXgzU) (27 May 2025).
Podcast:
RTE Radio 1,'Through African Ears' in *The Curious Ear,* 18 September 2009 (https://www.rte.ie/radio/doconone/646396-the-curious-ear-doconone-through-african-ears) (27 May 2025)

Books and articles downloaded from the web should be fully referenced in the same format as above.

For example:
Jacob Riis, *How the other half lives* (New York, 1890), available at New York City Museum, Five Points History Project, (http://R2qsa.gov/fivept/fphome.htm) (9 June 2001).

Material on CD-ROM should include the name of the author/compiler, the title of the work in italics, the identification CD-ROM, place of publication, publisher's name, and date of publication in brackets.

For example:
Roy Rosenzweig, Steve Brier and Josh Brown, *Who built America?* (CD-ROM, New York: Voyager, 1993).

References (endnotes or footnotes)

It is necessary to provide REFERENCES in the text of an essay for particular points. This should be done by means of a numbering system, with the number inserted as follows in superscript or brackets: [1] or (1). The references should then be listed separately as 'endnotes' or 'footnotes'. Footnotes are preferable. Normally, references are not needed for matters of fact, but must be used for

- Quotations
- Statistics
- Arguments or interpretations made by individual authors. References indicate that you are aware of where the information or ideas come from and that you are able to distinguish clearly between what is yours and what is someone else's output.
- Footnotes should also be used to establish your range of reading and to clarify that you recognise the importance of particular texts for crucial steps in your argument.

Secondary Sources
The first citation of a secondary source in a footnote should include the full bibliographical details. The first name of the author should come before the surname as in:

R. Butterwick, *Poland's last king and English culture: Stanislaw August Poniatowski 17321798* (Oxford, 1998).

An abbreviated form can be used for all subsequent references to the work. This should give the author's surname, an abbreviated title of the article or book, and the page number abbreviated to 'p.' or page numbers abbreviated to 'pp'. When book titles are abbreviated they should be given in italics. When the titles of book chapters or journal articles are abbreviated, they should be given in single quotation marks.

For example:
Butterwick, *Poland's last king*, p. 116.
Flanagan, 'Irish and Anglo-Norman warfare', pp 53-4.
Garnham, 'How violent was eighteenth-century Ireland?', pp 389-90.

When abbreviating books or articles by the same author, make sure that the information in the abbreviated format provided enables the reader to distinguish between similar titles.

Primary Sources
You will often be expected to access and refer to primary sources in your essays. These can include manuscript material which normally only students undertaking a dissertation need to consult; edited sources such as correspondence, court records; printed collections of sources relating to a particular period in time; contemporary printed material such as pamphlets; and official records such as printed government reports. The School guidelines for citation follow the *Rules for Contributors for Irish Historical Studies* which can, if in doubt, be accessed here Rules for Contributors.pdf

Footnote citation of manuscript material should include a description of the document, the date, if known, the name of the archive where it was consulted and the reference provided by the archive. The name of the archive may be abbreviated for subsequent citations. For example:

Diary of Sir Basil Brooke, 24 January 1950 (Public Record Office of Northern Ireland (P.R.O.N.I.), D/3004/D/41).
Thomas Mark to Charles O'Hara, 13 March 1778 (P.R.O.N.I., T/28/12/17/5).

Printed primary sources can be abbreviated in the footnotes as follows:

Keith (ed.), *Speeches and* documents, p. 62.
Thomas Jones, *Whitehall diary,* ed. Middlemas, iii, p. 33.

If you are quoting from a newspaper give the title of the newspaper, followed by the date. For example:

Belfast News-Letter, 25 October 1911.
Connecticut Observer, 28 July 1800.
The Times, 19 May 1950.

Contemporary pamphlets and other printed literature can be abbreviated in the footnotes in the same way as books. For example:

Swift, *The drapier's letter*, pp 4-6.
Wollstonecraft, *A vindication*, p. 2.

Internet sources

Internet sources should not be abbreviated in the footnotes and should be given in full. For example:

Ulster Historical Foundation, 'Distribution of surnames in Ireland in 1890' (www.uhf.org.uk) (2 Jan. 2003).
BBC News 'The Fall of the Berlin Wall (PART 1) - East Germany opens the gates*',* 9 November 2009 (https://www.youtube.com/watch?v=fjNz1lvXgzU) (27 May 2025).
RTE Radio 1,'Through African Ears' in *The Curious Ear,* 18 September 2009 (https://www.rte.ie/radio/doconone/646396-the-curious-ear-doconone-through-african-ears) (27 May 2025)

Use of Ibid
The term *ibid* is short for the Latin *ibidem* meaning 'in the same place' and is used when the next reference is the same as the last one.