A. FOOTNOTES

Why Use Footnotes?
In general, footnotes serve four main purposes:

- To cite the authority for specific facts, opinions, paraphrases or exact quotations;
- To make cross-references;
- To make incidental comments or amplify a point in the text (though it is bad style to do this too often);
- To make acknowledgements.

Footnotes are necessary to acknowledge all quotations and key ideas from your sources that are not common knowledge. For example, “The Bastille was stormed on 14 July 1789” is common knowledge and does not need to be referenced. On the other hand, “Some historians argue that the storming of the Bastille had little impact on the overall outcome of the revolution” refers to scholarly opinion and should be supported with relevant citations.

Insert the footnote number at the end of the sentence to which it refers and number consecutively from the beginning to the end of the essay. For ease of marking and reading, put footnotes at the bottom of each page, not at the end of the essay. For every thousand words you write you should generally supply somewhere between fifteen and twenty-five footnotes.

Other Points about Footnotes
- Failure to acknowledge another author’s words or ideas is dishonest and is one of the cardinal sins in essay writing in History. It is called plagiarism, and may attract serious penalties.
- You will often find that the notes in the works you read can lead to valuable additional sources for your own research. Therefore, you, in turn, should lead the reader to your sources. This strengthens the authority of your work.
- In order to be able to construct footnotes, it is essential to keep a note of the name of the author, the book or article and the number of the page where the key point or quotation is to be found. Keep this information in the margin or in the text of your notes so that you can easily write your footnotes along with the text of your essay.
- Do not quote from encyclopedias or from your lecture or tutorial notes. Also, avoid non-scholarly web-sites. They are not acceptable sources of reference.

B. BIBLIOGRAPHY

Why does an Essay need a Bibliography?
In conjunction with footnotes, a bibliography allows your reader or marker to identify and verify the information provided in your essay. The bibliography lists the sources used in writing the essay; it should not be a list of everything in the library which is relevant to the topic.

General Instructions
- Place the bibliography on a separate sheet at the end of the essay.
• Include all books and articles consulted and which appear in your footnotes whether actual quotations are taken from them or not; never list an item that you have not actually read.

• Divide the Bibliography into Primary Sources and Secondary Sources. A primary source is a document or other artifact that is contemporary with the historical events described in your essay. Secondary sources are sources that are not eyewitness or contemporary records but were written and published by historians and other scholars who were not present at the time of the events they describe.

• Within these categories, a strict alphabetical arrangement according to the surnames of the authors should be used. When there are two or more authors’ names, only the first is inverted in the bibliography.

• Note that the form of reference for a bibliography entry differs from that used in a footnote. The differences are outlined in the following set of examples.

C. EXAMPLES OF FOOTNOTE AND BIBLIOGRAPHIC ENTRIES

In the following examples, N indicates the note form of a reference and B indicates the same reference as it should appear in your Bibliography. Some points to note:

• In Chicago style, do not use the abbreviation “p.” or “pp.” for page ranges, simply provide the number after a comma.

• Do not use the terms, ibid., op. cit. or any other latinism. Instead, use brief titles for all subsequent references.

• Provide the city (not the suburb or country) of publication.

Books - Single Author


Books - More than One Author, Translator or Editor


Component Part by One Author in a Work by Another


Journal Article [Published two to six times per year]


Magazine or Newspaper Article [Published monthly or daily]
N 1. Patrick Carey, “Home at Last,” Irish Daily Independent (Dublin), 16 June 1904. [If the newspaper is cited only once, there is no need to include it in bibliography. If references are more frequent, the bibliography should list the periodical with the time range consulted for research in the essay.]

B Irish Daily Independent (Dublin), 1900-1914.

Thesis or Dissertation


Public Documents and Archival Sources
The rules relating to these sources are too complex to be given in brief. You should refer to the relevant section of Turabian or the full Chicago style. British Foreign and State Papers, to provide one example, are referred to as follows:


To cite sources available via the internet, give the author’s name (if known), the full title of the work and any reference number, the full web address, and the date of your visit (since web sites change rapidly).


Subsequent references
If there are subsequent references to works that have already been cited refer to the work by surname, short title and page number. Do not use Ibid. or any other Latin abbreviation for immediately following references, just repeat the short title citation:


