

## Department of History Essay Presentation Guide

### EVIDENCE: PRIMARY AND SECONDARY SOURCES

It is essential that you use scholarly sources for all essays submitted to the Department of History. Scholarly sources enable you to verify the facts and views presented in them. Using such sources will also allow your reader to ‘check the facts’ and obtain more information on the topic.

Scholarly sources are divided into two main groups: primary sources and secondary sources.

#### **Primary Sources**

**Primary sources** are texts (documents, books, films, images or any other kind of evidence) that were produced by someone who participated in a specific era or event. These texts are usually produced at the time of the event but may also be produced afterwards (e.g. an autobiography). They provide direct evidence regarding a topic. For example, Victor Klemperer (1881–1960), *I Will Bear Witness: A Diary of the Nazi Years* (published 1998) discusses Klemperer’s first-hand experience of life in Nazi Germany (1933–45). Another example of a primary source is a newspaper published during (or shortly after) an historical event. For example, the October 1962 issues of the *New York Times* provide insight on the Cuban Missile Crisis, which brought the USA and USSR to the brink of war.

#### **Secondary Sources**

**Secondary sources** are texts about a topic or a primary source that are produced after the period or event with which you are concerned. They are not a direct source of evidence. They are written not by participants in the events described, but by scholars. While secondary sources include encyclopaedias, almanacs and school texts, these are not adequate sources for university essays. Instead you should use those secondary sources, such as books, academic journal articles, book chapters and websites, that were created by recognised scholars (usually professional historians or other academics who work in universities or research institutions such as museums). Nikolaus Wachsmann’s *Hitler’s Prisons: Legal Terror in Nazi Germany* (2004) and Alice L. George’s *Awaiting Armageddon: How Americans Faced the Cuban Missile Crisis* (2003) are both examples of scholarly secondary sources.

#### **A Note on Internet Sources**

The Department of History recommends that you treat internet sources cautiously, as often the material available on the internet cannot be verified as proper scholarly material. With online sources, as for printed sources, you need to verify how the information has been made available. For example, scholarly journal articles are ‘peer-reviewed’, i.e. rigorously vetted by other experts. (Hint: most scholarly journals mention this peer review process on the first page/s or inside front cover of each volume.) An article in the *Journal of American History* is a scholarly source for that reason; whether you encounter it in hard copy in the library, or online via J-STOR makes no difference to its scholarly status. The online encyclopaedia Wikipedia is quite another matter. Anyone can contribute to it, and the content is not reviewed by experts. Thus, a Wikipedia entry is not a scholarly source (and thus not an acceptable source for a university essay) because it has not been subjected to rigorous expert assessment before being made available online.

Scholarly (and thus acceptable) internet sources include primary source material that has been placed on the web by a recognised academic, government or other institution (such as the

Internet Modern History Source Book, which is hosted by Fordham University in the USA) as well as online collections of primary sources (e.g. ECCO) and, of course, internet sources recommended by your unit of study co-ordinator. Remember that when you do cite an internet source, you must provide sufficient details so that your reader can find the source easily. If you are not able to find this information, this is probably a fair indication that it is not a scholarly source.

Some scholarly journals are available to you only online, through databases such as J-STOR. Of course, these are also legitimate sources. When citing articles from online databases, do not quote the URL. Cite the article as if you had used the print version.

## **FOOTNOTES**

### **Why footnote?**

Footnotes show the reader where you found the ideas and evidence that shaped your analysis. Accurate footnotes enable the reader to go back and check the exact sources and the evidence that led you to your conclusions. In that sense, the footnotes—the bare citations themselves—are a key part of your argument. Essays without footnotes, or with inadequate footnotes, do not meet the basic requirements of scholarship *and will not receive a passing grade*.

### **Footnotes vs Endnotes and In-text References**

There are three main academic referencing systems: footnotes, endnotes and in-text references. The in-text referencing system, sometimes known as the Harvard system, is used mainly in the social sciences. It takes the form ‘Brown demonstrates that the sky is blue (Brown, 2001: 245)’. In-text references are not acceptable in essays submitted to the Department of History. Endnotes, which place the references at the end of the document, should also be avoided.

Footnotes, which place the references *at the bottom of the page*, should always be used in essays submitted to the Department of History. A footnote number is inserted in the text at the end of the sentence that needs a source citation, and the information on that source is placed at the bottom of the page, as illustrated below.

### **What should be footnoted?**

In general, the following information should be footnoted. If you are unsure, then please ask your tutor, lecturer or seminar co-ordinator for further guidance:

- Facts that are not widely known. For example, the statement that the First World War began in August 1914 needs no footnote, BUT the statement that Corporal Bill Smith enlisted in Melbourne on 8 July 1915 does need a footnote. If you include information that is not widely known in your essay, then you **MUST** footnote it.
- Statistics always need a footnote. A footnote needs to be placed at the end of the sentence so that your reader can verify the statistic you have quoted. For example, you might write: ‘Although they were among the most powerful members of eighteenth-century French society, the aristocracy represented only 1% of the total population’.<sup>1</sup>

Footnote number. See bottom of this page for what the text of a footnote looks like.

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<sup>1</sup> George Butler, *The French Aristocracy* (London: Palgrave Macmillan, 2001), p. 25.

- Ideas or arguments that are not your own need a footnote, even if you have summarised or paraphrased them in your own words.
- Direct quotations always need a footnote.

### Preparing footnotes

When preparing footnotes, please remember:

- Footnotes are placed at the bottom of each relevant page of your essay.
- The footnote number normally goes at the *end* of the sentence (see next point).
- There should not usually be more than one footnote for any given sentence. You can put the references for more than one piece of information into the same footnote.
- Footnotes are numbered consecutively from the beginning to the end of the essay.
- Footnotes are single-spaced and separated from each other by a single line.
- Each footnote is a new sentence and therefore begins with a capital letter.
- Each footnote ends with a full stop.

### How to footnote

To create a footnote in Microsoft Word, go to the **Insert** menu and choose **Footnote** (or, if you are using a PC, **Reference** and then **Footnote**). Each footnote, in the text and at the bottom of the page, is numbered automatically. All you do is enter the details of your source.

### Essential information within the footnote

You must provide the following information within footnotes: name of the author; title of the source; name of the city and publisher of the source; the date of publication; and the page number(s) you used. The full information is given in the first citation, and a shorter version is given in subsequent citations. The format for the footnote information varies according to the type of source used; for example, book, journal article, book chapter/essay in an edited book, or website.

### Footnoting a Book

Put the information in the following order:

For example:

One space between the footnote number and the text.

Author's given name(s) and/or initials as stated on the title page.

Author's family name.

Title of book, including subtitle, in italics.

Footnotes are single-spaced and end with a full stop.

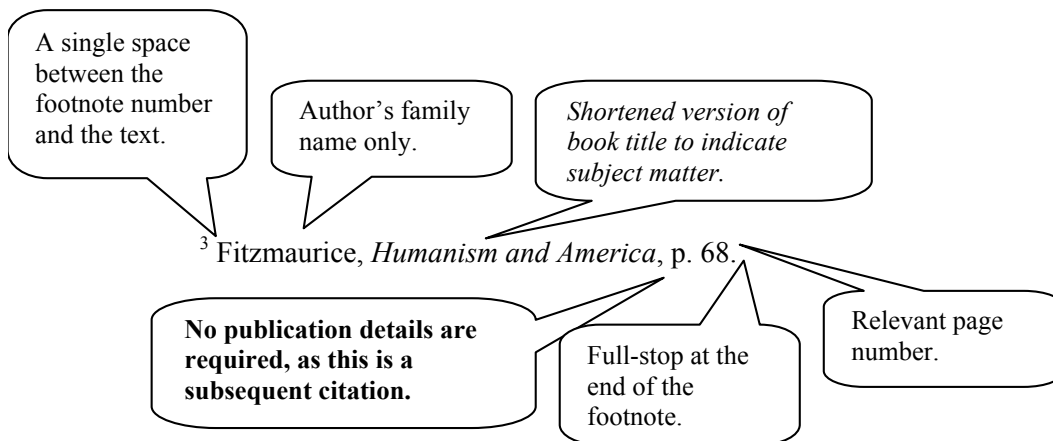
2 Andrew Fitzmaurice, *Humanism and America: An Intellectual History of English Colonisation, 1500-1625* (Cambridge: Cambridge University Press, 2003), p. 65.

Publication details in parentheses, including city of publication: publishing house, edition number if not a first edition, and year of publication of your edition. The place of publication is always the city, not the state or the country.

Put a colon ':' between the city of publication and the publishing company.

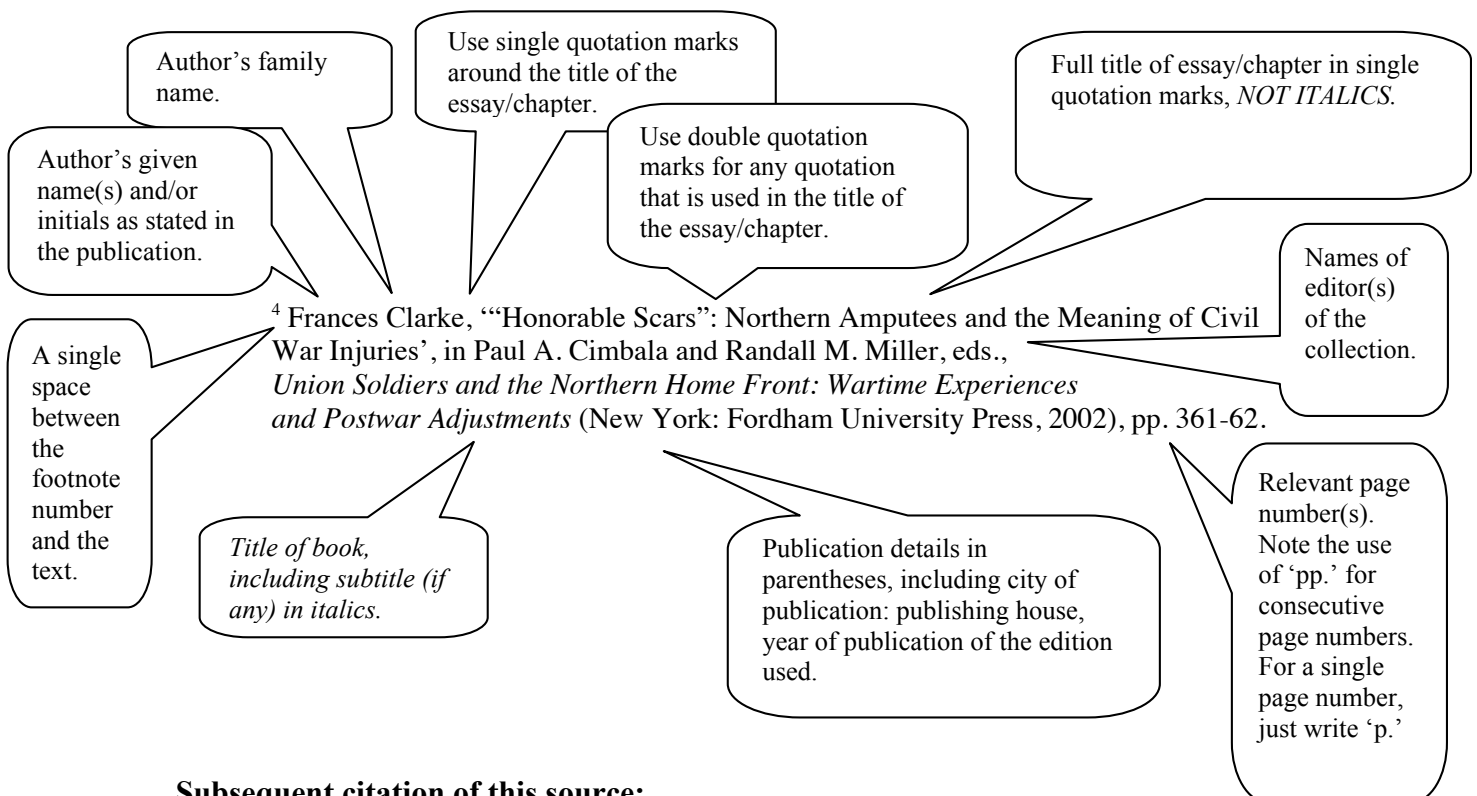
Relevant page number(s). If you cite from one page, then write 'p. 65'. If you cite consecutive page numbers, write 'pp. 65-69'. Never write 'pg. 65'.

### Subsequent citation of this source:

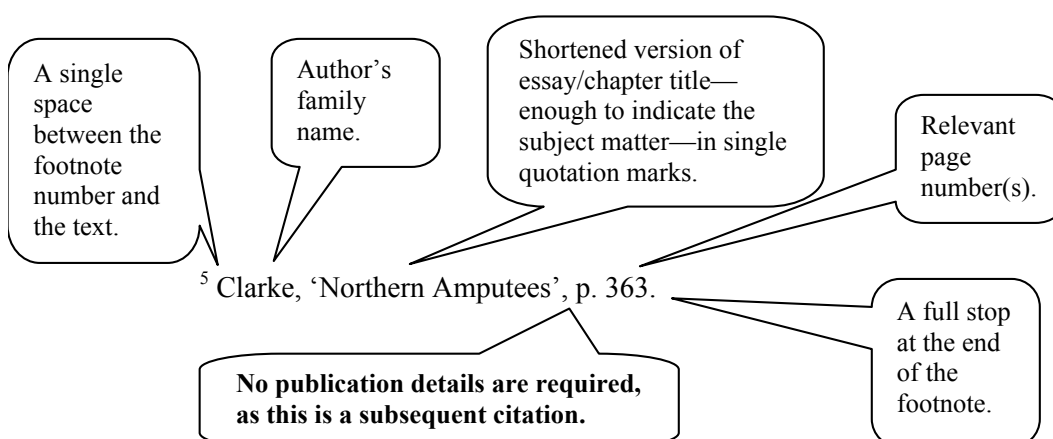


### Footnoting a Chapter/Essay in an Edited Book

For example:



### Subsequent citation of this source:



## Footnoting a Journal Article

For example:

A single space between the footnote number and the text.

Author's given name(s) and/or initials as stated in the publication.

Author's family name.

Full title of article in single quotation marks, *NOT ITALICS*. Note the use of double quotation marks around the quotation used in the title of the article.

<sup>6</sup> Judith Keene, "The Word Makes the Man": A Catalan Anarchist Autodidact in the Australian Bush', *Australian Journal of Politics and History* 47, no. 3 (September 2001), pp. 311-15.

Full stop at the end.

*Title of journal in italics.*

Volume and issue numbers.

Month/year in parentheses.

Relevant page number(s). Note the use of 'pp.' for consecutive page numbers. For a single page number, just write 'p.'

## Subsequent citation of this source:

A single space between the footnote number and the text.

Author's family name.

The title of the article is shortened to indicate subject matter.

Relevant page number(s).

Full stop at the end.

<sup>7</sup> Keene, 'A Catalan Anarchist Autodidact', p. 313.

No publication details are required, as this is a subsequent citation.

## Footnoting an Internet Source

The following information is needed for every source used from a website (except academic journal articles—see p. 2 above):

1. The full name of the author(s). This can be the name of an individual, e.g. Adam Smith, or an institution, e.g. American Museum of the Moving Image.
2. *Full title of the written source in italics*, and original publication details (if available).
3. Date of the website's creation and/or updating.
4. The nature of the site, if available. Is it an encyclopaedia? (If so, do NOT use it! Encyclopaedias are not appropriate sources for university essays.) Is it a set of primary sources? Was it created by an individual, an organisation and/or an institution? What is its purpose?
5. <The Uniform Resource Locator (URL)>(website address). This must be accurate and presented within two enclosures as shown.
6. The date you viewed the source (this is important because websites change frequently).
7. The relevant page or paragraph numbers, if available.

A single space between footnote number and the text.

Full name of author(s).

<sup>5</sup> Adam Smith, *An Inquiry into the Nature and the Causes of the Wealth of Nations*, 2 vols. (London: Dent & Sons, 1776), created January 1999 / updated 22 September 2001, The Internet Modern History Source Book hosted by Fordham University, USA, < <http://www.wsu.edu:8080/~dee/ENLIGHT/WEALTH1.HTM>>, viewed 2 February 2005.

The nature of the website.

The URL (website address)

The date you viewed the source.

A full stop at the end.

### Subsequent citation of this source:

A single space between footnote number and the text.

Full name of author(s).

*The full title of the written source in italics.*

<sup>9</sup> Adam Smith, *An Inquiry into the Nature and the Causes of the Wealth of Nations*, < <http://www.wsu.edu:8080/~dee/ENLIGHT/WEALTH1.HTM>>.

The URL (website address)

A full stop at the end.

### Citing a Source Read in Another Source

If you want to cite a source (Source A) that is quoted and/or discussed in another source (Source B), make sure you indicate that you read Source A in Source B. The example given below indicates that you have read Bakunin (Source A) in McKercher's book (Source B). If you cite only Source A, the reader will assume that you read Bakunin directly—in French!

Full name of original author (Source A).

*Title of original work and original date of publication (Source A).*

Full name of author of the source you have read and in which you found Bakunin's observations (Source B).

*Title of book in which you read Bakunin's observations (Source B).*

<sup>6</sup> Michael Bakunin, *Pensées Politiques* (1868) quoted in William R. McKercher, *Libertarian Thought in Nineteenth-Century Britain: Freedom, Equality and Authority* (New York: Garland Publishing, 1987), p. 62.

Single space between the footnote number and the text.

Relevant page number(s).

Full stop at the end of the entry.

Publication details of the source in which you read Bakunin's observations (Source B).

### **Citing an Edited or Translated Primary Source With Numbered Sections**

Historians—especially those who work on premodern topics—often find themselves working with primary sources, or translations of primary sources, that are broken up into numbered books or sections. You can make life easier for your reader by providing not only the standard information specified above, but also the number of the book and/or section concerned. A reader who has a different edition / translation, with different pagination, will then still be able to trace the reference without difficulty. Place the book / section numbers after the title:

<sup>9</sup> Ralph Glaber, *Histories*, 3.18, ed. Neithard Bulst, trans. John France and Paul Reynolds (Oxford: Clarendon Press, 1989), p. 125.

<sup>25</sup> Confucius et al., *The Analects*, III.5, trans. D. C. Lau (Harmondsworth: Penguin, 1979), p. 67.

*Note:* In these examples, the author's name comes first. Why? Because—to take the second example—we are thinking of the work as a text, attributed to Confucius but actually the work of various hands, that exists in many editions and translations. If we had been referring specifically to this translation—for example, to compare it with another rendering—we would have put the translator's name first, as in the example below. 'Et al.' is short for a Latin phrase meaning 'and others'. The only reason why D. C. Lau's name is not given in full is that it appears in this abbreviated form on the title page.

An alternative, when referring to a work whose scriptural status is common knowledge, is not to state the author at all. '*Analects*, III.5' or '*Exodus*, 22.9' is sufficient.

### **Citing Other Primary Sources**

As you progress in your study of history, you may find yourself using primary sources that are not covered by the examples above. The key point to remember is that the purpose of footnotes is to tell the reader (1) what the source is, and (2) where it can be found. That becomes particularly important where only one copy of the source exists, as with archival sources. Some types of source that historians regularly use are: newspapers and magazines, pamphlets and other 'ephemera', letters and diaries, government and other archives, films, paintings, artefacts and interviews. All need to be cited in footnotes if you refer to them in an essay. For example:

<sup>5</sup> Letter from J. K. Moir to Frank Clune, 28 November 1938, Clune Papers, Folder 57, Box 10, MS4951, National Library of Australia.

## **The Bibliography**

You must include a bibliography for every essay that you submit to the History department. A **bibliography** is a list of sources you have used to prepare your essay. It is arranged in alphabetical order of the authors' family names (e.g. 'Aldrich...', 'Hillard...', 'Moses...', 'Russell...'). The bibliography should appear at the end of your essay on a separate page.

Separate the primary and secondary sources in your bibliography. If you have used only one type of source (e.g. only secondary sources), put all of them under the heading *Bibliography*.

**Sample Bibliography**

Listed in alphabetical order by author's, editor's or translator's family name. Do not number or bullet point the sources in your bibliography.

**Primary Sources**

**Always separate the primary and secondary sources in your bibliography.**

Editor's/translator's family name, followed by given name(s) and/or initial(s) as stated in the publication.

*Full title of collection of published primary source.*

Silvas, Anna, trans., *Jutta and Hildegard: The Biographical Sources* (University Park:

Pennsylvania University Press, 1999).

A full stop at the end of the entry.

**Bibliographic entries are double-spaced. The second and subsequent lines are indented.**

Publication details of collection of primary sources.

**Author's or editor's family name, followed by given name(s) and/or initial(s) as stated in the publication.**

*Full title of the written source in italics, and original publication details.*

The date of the website's creation and/or updating.

Smith, Adam, *An Inquiry into the Nature and the Causes of the Wealth of Nations*,

2 vols. (London: Dent & Sons, 1776), created January 1999/ updated 22<sup>nd</sup>

September 2001, The Internet Modern History Source Book hosted by

Fordham University, USA,

The nature of the website.

<<http://www.wsu.edu:8080/~dee/ENLIGHT/WEALTH1.HTM>>, viewed 2

February 2005.

The URL (website address) and the date you viewed the website.

Full stop at the end of the entry.

**Secondary Sources**

Author's family name, followed by given name(s) and/or initial(s) as stated in the publication.

Listed in alphabetical order by author's family name.

Full title of the **book chapter or essay** in single quotation marks.

Corbould, Clare, 'African Americans and the Global Black World, 1919-1935', in

Publication details in parentheses.

Frank A. Ninkovich et al., eds., *Global America* (Chicago: Imprint Publications, 2004), pp. 1-22.

**Entry is double-spaced, and subsequent lines are indented.**

**Page numbers of entire chapter/essay are required.**

Full stop at the end of the entry.

Name(s) of editor(s) of the collection. 'Et al.' stands for 'and others'.

*Title of book, including subtitle (if any) in italics.*

Author's family name, followed by given name(s) and/or initial(s) as stated in the publication.

*Full title of book, including subtitle, in italics.*

**No page numbers are required for books in the bibliography.**

Fitzmaurice, Andrew, *Humanism and America: An Intellectual History of English Colonisation, 1500-1625* (Cambridge: Cambridge University Press, 2003).

**Entry is double-spaced, and subsequent lines are indented.**

Publication details in parentheses, including city of publication: publishing house, edition number if not a first edition, year of publication of the edition you used. Put a colon between the city of publication and the publishing house.

Full stop at the end of the entry.

Author's family name, followed by given name(s) and/or initial(s) as stated in the publication.

Full title of **journal article** in single quotation marks, *NOT ITALICS*. Note the use of double quotation marks around the quotation in the title of the article.

Keene, Judith, '“The Word Makes the Man”: A Catalan Anarchist Autodidact in the

**Entry is double-spaced, and subsequent lines are indented.**

Australian Bush', *Australian Journal of Politics and History* 47, no.3

(September 2001), pp. 311-29.

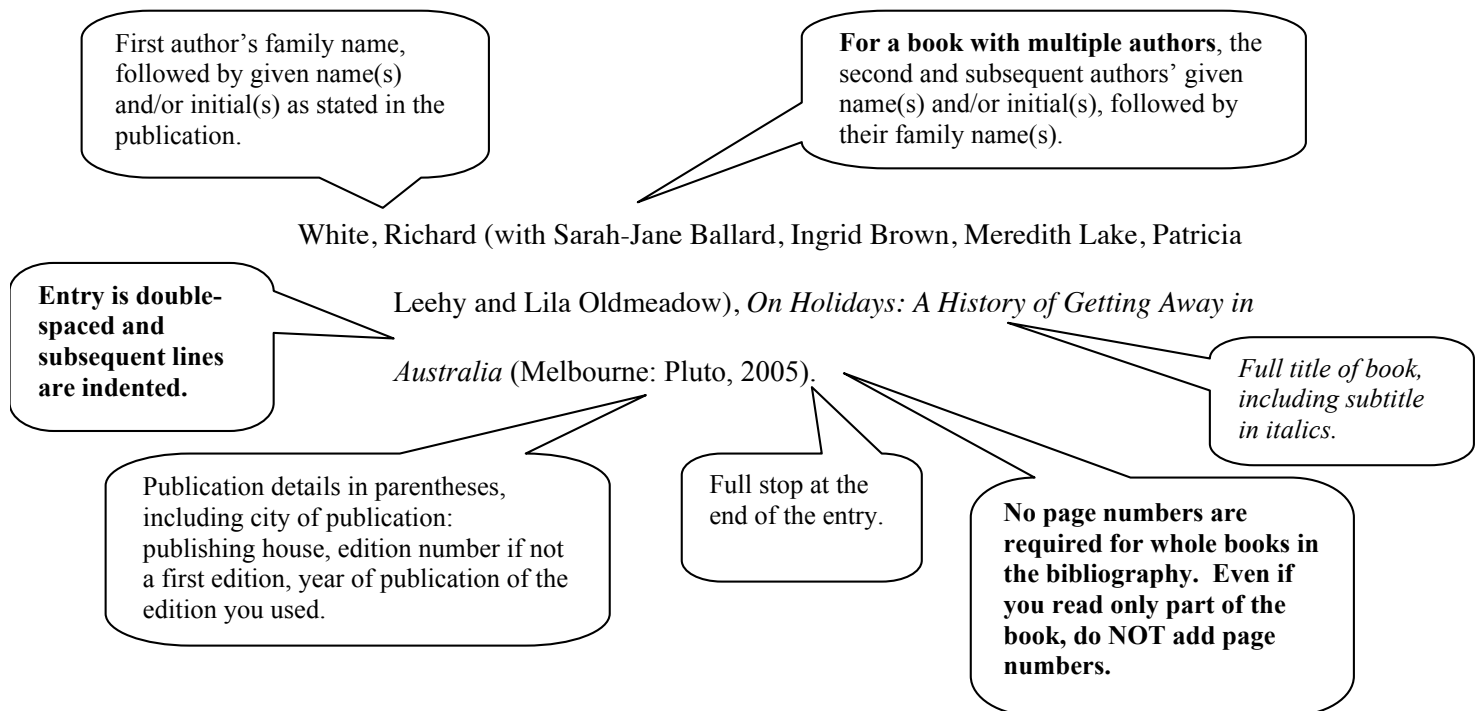
Month and year in parentheses.

**Page numbers of the entire article are required.**

*Title of the journal in italics.*

Volume and issue number.

Full stop at the end of the entry.



### STYLE AND PRESENTATION GUIDE

- **Use of abbreviations**

- Give the full titles of countries, states, institutions and organisations in the first reference, with the abbreviation in parentheses, e.g. British Library (BL); subsequent references may simply use the abbreviation.
- Avoid contractions in scholarly prose, e.g. 'don't' and 'it's', with the following exceptions: 'e.g.', which means 'for example' and 'i.e.', which means 'that is'.
- If you want to use 'Ibid.' in footnotes, you will not be penalized, provided that you use it correctly. 'Ibid.' is short for the Latin word *ibidem*, which means 'the same.' If you cite Keene, 'A Catalan Anarchist Autodidact', p. 6 in note 8, and p. 12 of the same work in note 9, note 9 can simply read 'Ibid., p. 12.' If you cite p. 6 in both notes, note 9 can just say 'Ibid.' (with no quotation marks and no italics). However, you cannot use 'Ibid.' in note 9 if you cite more than one source in note 8.

- **Numbers**

- Spell out numbers under 100, e.g. 'one', 'two', 'twenty-nine'. Numbers from 100 up are given as figures, e.g. '107', except for round numbers, e.g. 'five thousand people died'.

- **Dates**

- Spell out century numbers, e.g. 'twentieth century' rather than '20<sup>th</sup> century'.
- Use the form 24 June 1955, not June 24, 1955. Avoid starting a sentence with a date in this form, unless you are quoting.
- Months should be spelled out in full.
- No apostrophe is used in '1870s', '1650s' etc.

- Show a span of years as 1920-45, not 1920-1945. If you really want your work to look professional, use an en-dash instead of a hyphen. The en-dash (–) is longer than the hyphen (-), and you find it in the “Symbols” menu under “Insert.”

- **Quotations:**

- Use single quotation marks (‘blah blah’) for quotations. Within a quotation use double quotation marks: ‘All he could ever say was “blah blah”, and even then he only muttered it’, she said darkly.
- Quotations that are three lines long or less should be placed in the main text within single quotation marks.
- Quotations that are four lines long or more must be visually separated from the main text. Place the quotation in the same font size as the main text but indented further from the margin and single-spaced. Quotations that are four lines long or more are introduced with colons (:). Do not put quotation marks around indented quotations. Here is an example:

In light of Hobhouse’s remarks, it is worth drawing attention to an interesting paragraph by Adam Smith, who argued in *The Wealth of Nations* that:

It is difficult to preserve potatoes through the year, and impossible to store them like corn, for two or three years together. The fear of not being able to sell them before they rot, discourages their cultivation, and is, perhaps, the chief obstacle to their ever becoming in any great country, like bread, the principal vegetable food of all the different ranks of the people.

- Do you notice something odd about Smith’s punctuation? By today’s standards, there should be no comma in ‘The fear of not being able to sell them before they rot, discourages...’: even very long subjects are not marked off by commas, because there is no pause in speech. However, when you are quoting, you must quote exactly, errors and all. If there is an apparent error of spelling or word-use, you can use the Latin word *sic* (‘thus’), in italics and square brackets, to indicate that the non-standard spelling or usage was like that in the original. For example, let us imagine that in Smith’s day the word “potatoes” was spelled differently:

It is difficult to preserve potatos [*sic*] throughout the year....

- **Watch your use of apostrophes:**

- e.g. ‘The peasant’s revolt’ (singular possessive, i.e. one peasant revolting) **BUT** ‘the peasants’ revolt’ (plural possessive, i.e. many peasants revolting). Also ‘The peasants lived in Berlin’ (plural)—no apostrophe.
- **Remember**, ‘it’s’ is short for ‘it is’, e.g. ‘It’s going to rain today’. ‘Its’ is the possessive, e.g. ‘Its mother was a greyhound’.

**Now please turn over the page for a helpful ‘essay presentation checklist’.**

### ESSAY PRESENTATION CHECKLIST

- **Double-space** your text in 12 point Times Roman or equivalent font (no tiny font sizes or illegible fonts, such as **Impact**, please).
- Footnotes should be in 10 point or larger font size and single-spaced.
- Make sure that you have inserted footnotes only at *the end of* the sentences where they are needed. Only if you have a very good reason should there be more than one footnote in a given sentence.
- Use 2.5 cm margins.
- Number each page.
- Run a spell-check but also carefully proof-read your essay yourself. We have had essays in which the French revolution began in 1989! A spell-check will detect neither erroneous dates nor correctly spelled words that you have used inappropriately.
- Print **two copies** of your essay in black ink (no red, purple or other ink colours, please). Please consider the environment and print double-sided if possible. One copy is to be submitted to the SOPHI office; the other is for you to keep in case the original goes astray. It is important that you be able to produce a duplicate copy of your essay at short notice if required. You may **not** fax or email your essay—you must submit a hard copy.
- Complete a yellow Department of History cover sheet, and make sure that you write your full name, student identification number (SID), name of tutor and day and time of tutorial clearly on the front. Sign the plagiarism policy compliance declaration. Be sure to staple the cover sheet firmly to your essay. Do not use paper clips, plastic folders or other means to secure your essay.
- Deliver your essay to the School of Philosophical and Historical Inquiry (SOPHI) office, located on level 3 of the Main Quadrangle Building, near MacLaurin Hall. Place your essay in the essay submission box labelled 'History'. Please observe the deadline—all essays are date-stamped by SOPHI staff. Marks are deducted for each working day by which an essay is late.
- Once you have followed these guidelines and submitted your essay in the correct manner, give yourself a pat on the back for a job well done!
- If you have further questions about the preparation of your essay, please contact your tutor or unit of study co-ordinator. S/he will be happy to assist you.