

Department of History Essay Presentation Guide

SCHOLARLY SOURCES

It is essential that you use scholarly sources in 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 the era or event described. These texts are usually produced at the time of the event but may also be produced afterwards (e.g. in an autobiography). They provide direct evidence for 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 which are produced after the period or event described. 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, created by recognised scholars (usually professional historians or other academics who work in universities or accredited 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; and 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 scholarly on-line journals, databases of academic journal articles (e.g. J-STOR), 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.

CITING SCHOLARLY SOURCES IN YOUR ESSAY

Footnotes

Why footnote?

Footnotes show the reader where you found the ideas and the evidence that you 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. Essays without footnotes, or with inadequate footnotes, do not meet the basic requirements of scholarship *and will not receive a passing grade.*

In-text References, Endnotes and Footnotes

There are three main academic reference systems: in-text references, endnotes and footnotes. The in-text reference system, known as the Harvard system, is used mainly in social science subjects. It takes the following form: 'Brown demonstrates in his study 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 reference at the end of the document, should also be avoided. Footnotes, which place the reference *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, and the information on that source is placed at the bottom of the page, as below.¹

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 which are not widely known: The statement that the First World War began in August 1914 needs no footnote, as this is widely known. BUT the statement that Corporal Bill Smith enlisted in Melbourne on 8 July 1915 does need a footnote as it is not. If you include information that is not widely known in your essay, then you MUST footnote it. Reading a variety of secondary sources will help you work out whether a particular fact is widely known.
- Statistics always need a footnote. A footnote needs to be placed at the end of the sentence so your reader can verify the statistic you have quoted. For example, 'Although they were among the most powerful members of eighteenth-century French society, the aristocracy represented only 1% of the total population.'¹

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

Footnote number.
See adjacent text for what the text of a footnote looks like.

- Ideas or arguments which are not your own need a footnote. A footnote is necessary even if you have summarised or paraphrased these ideas 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.
- 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**. 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 information in the following order:

For example:

One space between the footnote number and the text.

Author's initials or given name(s) as used on the title page.

Author's family name.

Title of book, including subtitle in italics.

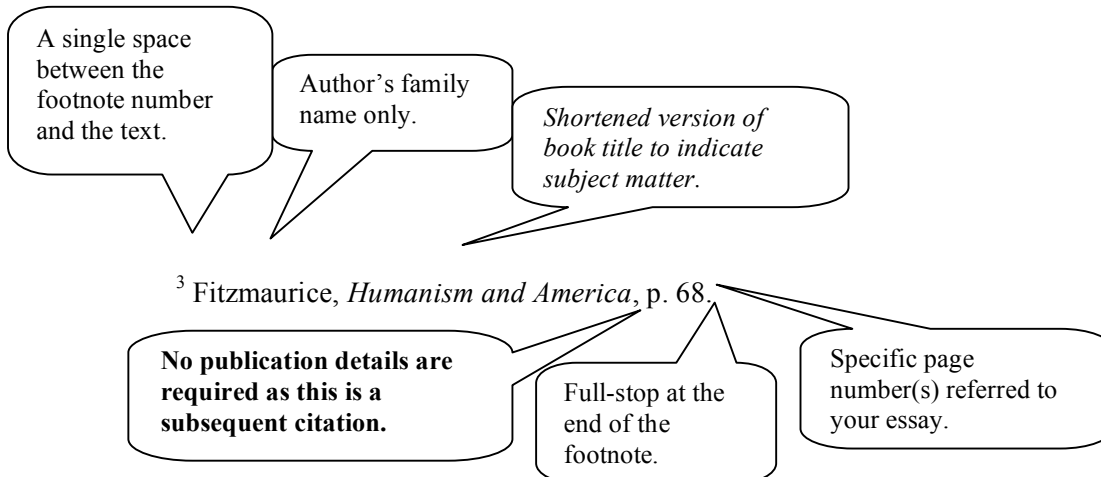
Footnotes are single-spaced and end with a full stop.

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

Specific page number(s) referred to in your essay. If you cite from one page, then write 'p. 65'. If you cite consecutive page numbers, write 'pp. 65-9'. Never write 'pg. 65'.

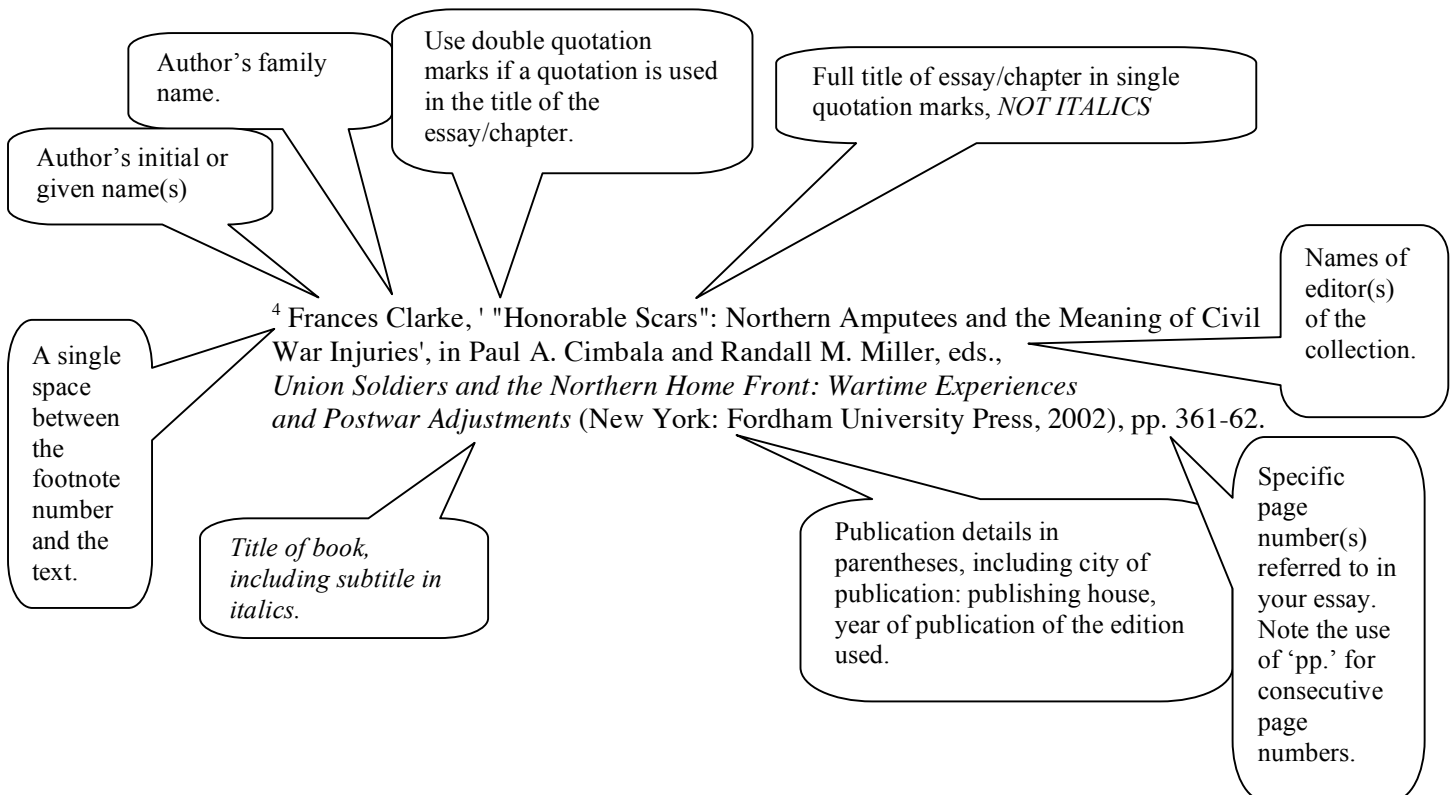
Publication details in parentheses, including city of publication: publishing house, edition number if not a first edition, year of publication of your edition. The place of publication is always the city, not the state or the country.

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

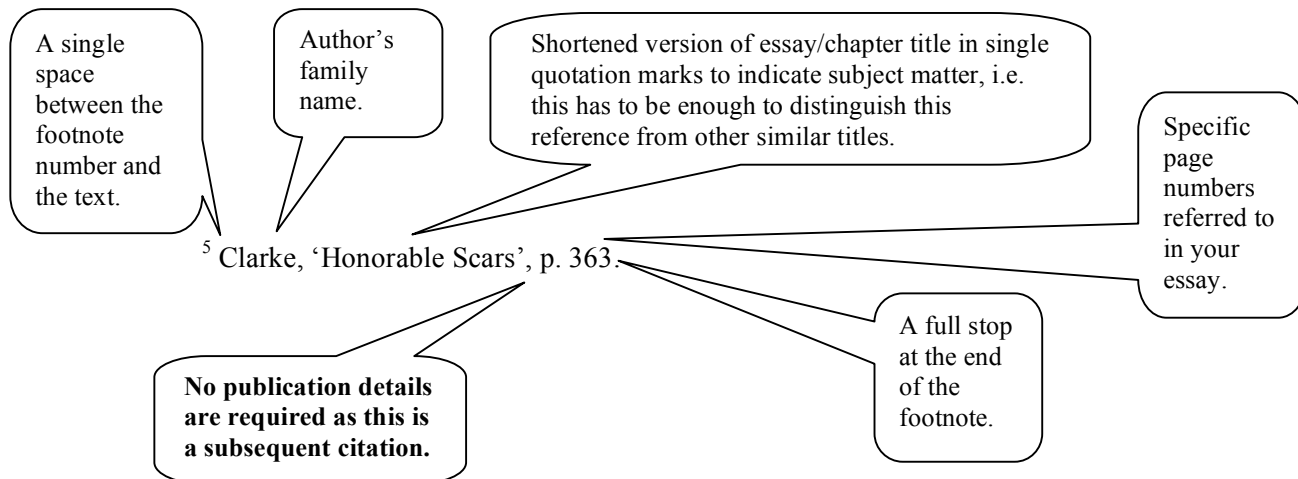


Footnoting a Chapter/Essay in an edited book

For example:

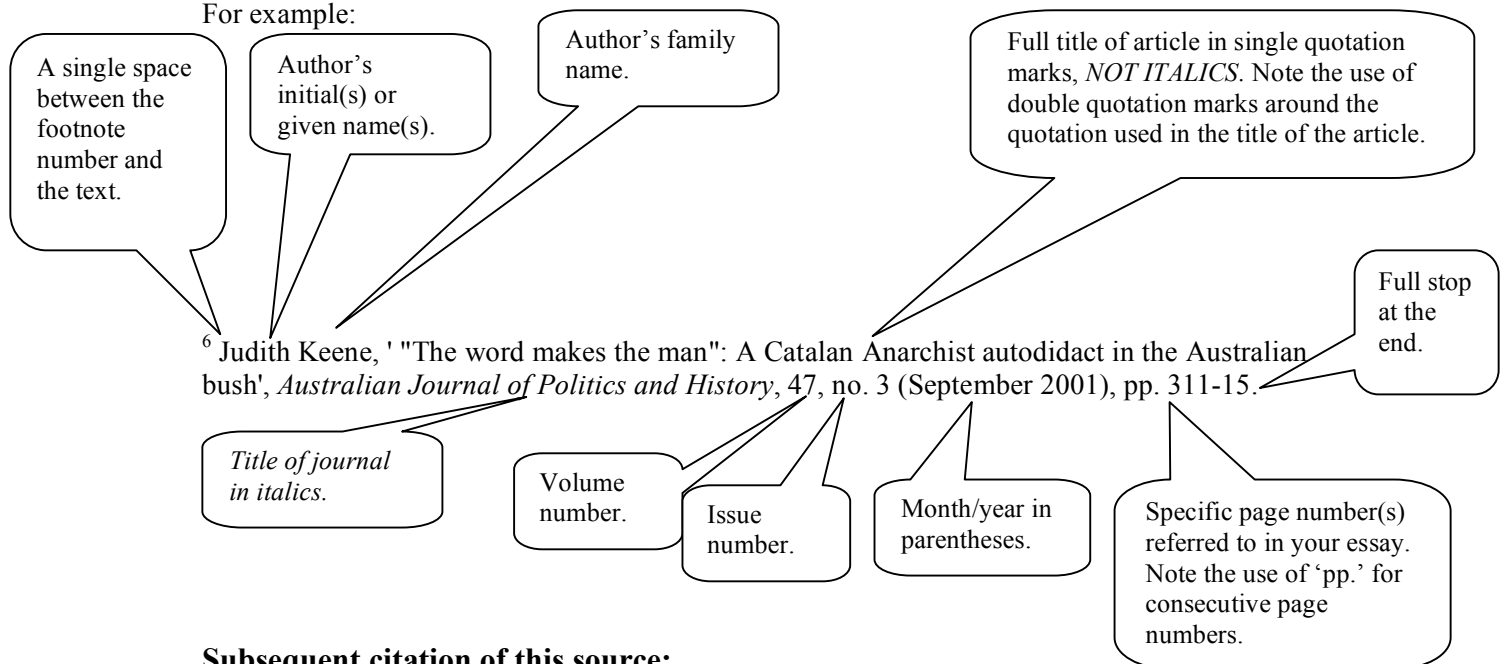


Subsequent citation of this source:

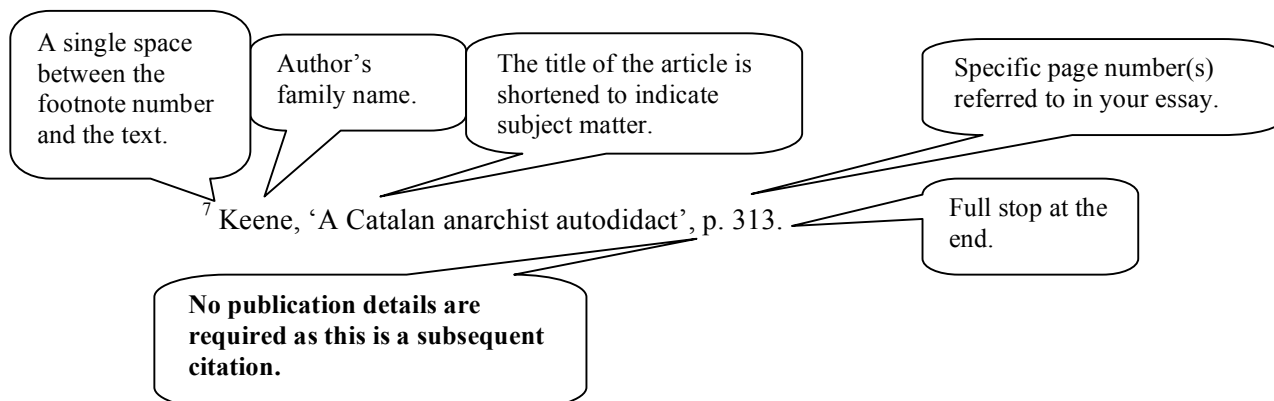


Footnoting a Journal Article

For example:



Subsequent citation of this source:



Footnoting an Internet source

The following information is needed for every source used from a website:

1. The full name of the author(s). This can be the name(s) of an individual(s), 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 revision.
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); a set of primary sources; was it created by an individual, organisation and/or 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.

For example:

A single space between footnote number and the text.

Full name of author(s).

The full title of the written source in italics, and the original publication details.

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

⁸ 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.

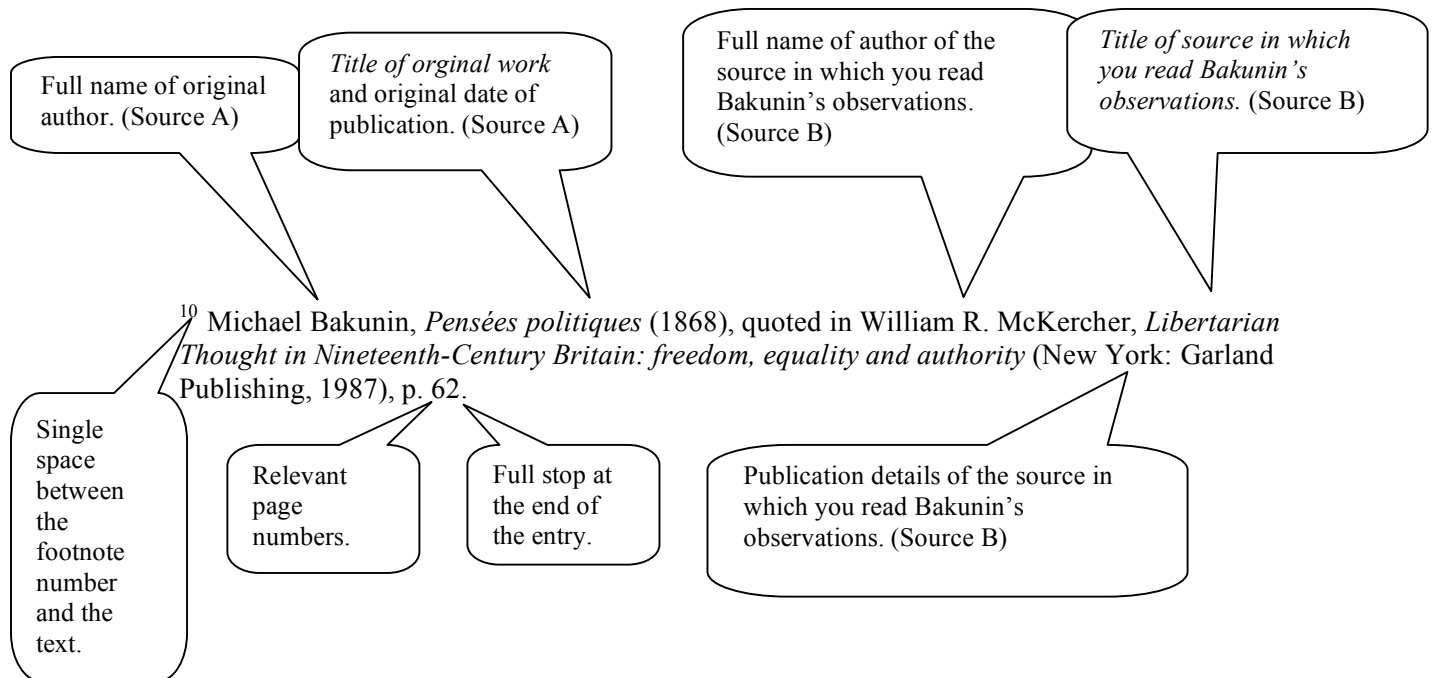
⁹ Adam Smith, *An Inquiry into the Nature and the Causes of the Wealth of Nations*, < <http://www.wsu.edu:8080/~dee/ENLIGHT/WEALTH1.HTM>>.

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) who 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 only cite Source A, the reader will assume that you read Bakunin directly (in French!)



The Bibliography

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

Always separate the primary and secondary sources in your bibliography (see next page). If you have only used one type of source (e.g. only secondary sources), simply place all of them under the heading *Bibliography*.

SAMPLE BIBLIOGRAPHY

Listed in alphabetical order of authors' or editors' family names. Do not number or bullet point the sources in your bibliography.

Primary Sources

Editor's/translator's family name, followed by their given name(s) or initial(s).

Full title of collection of published primary source.

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

Pennsylvania University Press, 1999).

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

Publication details of the collection of primary sources.

A full stop at the end of the entry.

No page numbers are required for books in the bibliography.

Author's or editor's family name, followed by their given name(s) or initial(s)

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

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

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 22nd

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.

Full stop at the end of the entry.

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

The nature of the website.

Entry is double-spaced and subsequent lines are indented.

Secondary Sources

Listed in alphabetical order of authors' family names.

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

Name(s) of editors of the collection.

Clarke, Frances, ' "Honorable Scars": Northern Amputees and the Meaning of

Civil War Injuries', in Paul A. Cimbala and Randall M. Miller, eds.,

Union Soldiers and the Northern Home Front: Wartime Experiences

and *Postwar Adjustments* (New York: Fordham University Press,

2002), pp. 361-94.

Author's family name, followed by their given name(s) or initial(s).

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.

Publication details in parentheses. Put a colon between the city of publication and the publishing company.

Author's family name, followed by their given name(s) or initial(s).

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 their given name(s) or initial(s).

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 Australian bush', *Australian Journal of Politics and History*, 47, no.3 (September 2001), pp. 311-29.

Entry is double-spaced and subsequent lines are indented.

Issue number.

Month and year in parentheses.

Page numbers of the entire article are required.

Title of the journal in italics.

Volume number.

Full stop at the end of the entry.

First author's family name, followed by their given name(s) or initial(s).

For a book with multiple authors, include the second and subsequent authors' given name(s) or initial(s), followed by their family names.

White, Richard (with Sarah-Jane Ballard, Ingrid Brown, Meredith Lake, Patricia Leehy and Lila Oldmeadow), *On Holidays: A History of Getting Away in Australia* (Melbourne: Pluto, 2005).

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.

Full stop at the end of the entry.

Full title of book, including subtitle in italics.

No page numbers are required for books in the bibliography.

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’.
- **Numbers:**
 - Spell out numbers under 100, e.g. ‘one’, ‘two’, ‘twenty nine’. Numbers over 100 are given as figures, e.g. ‘107’, except for round numbers, e.g. ‘five thousand people died’.
- **Dates:**
 - Spell out century numbers, i.e. ‘twentieth century’ rather than ‘20th 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 another author who uses this form.
 - Months should be spelled out in full.
 - No apostrophe is used in ‘1870s’, ‘1600s’ etc.
 - Show a span of years as 1920-45, not 1920-1945.
- **Quotations:**
 - Use single quotation marks ‘ ’ for quotations; within a quotation use double quotation marks “ ”.
 - Quotations that are three lines long or less should be placed in the main text within single quotation marks.
 - Quotations that are three lines 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 three lines or more are introduced with colons ‘:’. Do not put quotation marks around indented quotes.
- **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’.

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 (think of the marker's eyes!)
- Use 2.5cm margins.
- Number each page.
- Put your name and the essay title on the first page of your essay (i.e. in addition to the cover sheet, in case the cover sheet becomes separated from the essay).
- Run a spell-check but also carefully proof-read your essay yourself. We have had essays in which the French revolution began in 1989! From the marker's perspective, it appears that the student has not grasped that the revolution occurred over 200 years ago, and consequently the student may be penalised.
- Print **two copies** of your essay in black ink (no red, purple or other ink colours please - these are difficult to read). One copy is to be submitted to the SOPHI office, the other is for you to keep in case the original goes astray for some reason. It is important that you are able to produce a duplicate copy of your essay at short notice. 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, name of tutor and day and time of tutorial clearly on the front. Please staple the cover sheet to your essay. Do not use paper clips, plastic folders or other means to secure your essay.
- Unless advised otherwise, 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. Sign the plagiarism policy compliance sheet and attach it to your essay. Either hand your essay to a staff member at the counter or place it in the box labelled 'History'. Please observe the deadline - all essays are date stamped by SOPHI staff. Marks are deducted for each day that 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!
- Remember, 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.