

Footnoting & Bibliographic Referencing System

Two elements:

- footnotes throughout your assignment
- bibliography or list of references at the end.

Footnotes are a note or reference to a source of information which appears at the foot (bottom) of a page. In a footnote referencing system, you indicate a reference by putting a small number above the line of type directly following the source material. This number is called a note identifier. It sits slightly above the line of text.

It looks like this. ¹

Putting the same number, followed by a citation of your source, at the bottom of the page. Footnoting should be numerical and chronological: the first reference is 1, the second is 2, and so on.

Citing Different Sources

Book

Include information in the following order:

- author's surname(s) and initial(s)
- title of book (underlined or italicised)
- publisher
- place of publication
- year of publication
- page number(s).

Example:

1 M. Henninger, *Don't Just Surf: Effective Research Strategies for the Net*, UNSW Press, Sydney, 1997, p. 91.

Article/ Chapter in a Book Collection

include information in the following order:

- author's surname(s) and initial(s)
- title of article (between single quotation marks)
- title of book (underlined or italicised)
- editor(s) name
- publisher
- place of publication
- year of publication
- page number(s).

Citing Different Sources (cont)

Example:

2 M. Blaxter, 'Social class and health inequalities', in *Equalities and Inequalities in Health*, C. Carter & J. Peel (eds), Academic Press, London, 1976, pp. 6-7.

Journal article

Include information in the following order:

- author's surname(s) and initial(s)
- title of article (between single quotation marks)
- title of journal or periodical (underlined or italicised)
- volume number
- issue number
- month of publication (if applicable)
- year of publication
- page number(s).

Example:

3 M. Doyle, 'Captain Mbaye Diagne'. *Granta*, vol. 48, August 1994, pp. 99-103.

A website

Include information in the following order:

- author/editor
- page title
- website title
- name of sponsor of site (if available)
- last date site updated
- date of viewing
- URL.

Example:

4 N Curthoys, 'Future directions for rhetoric – invention and ethos in public critique', in *Australian Humanities Review*. March-April 2001, viewed on 11 April 2001, <http://www.lib.latrobe.edu.au/AHR/archive/Issue-April-2001/curthoys.html>

Films, DVDs, and television and radio programs

Include information in the following order:

- title
- format

Citing Different Sources (cont)

- publisher
- place of recording
- date.

Example:

5 *Strictly Ballroom*, DVD, 20th Century Fox, Australia, 1992.

6 *The Nest*, television program, SBS Television, Sydney, 15 January 2010.

Emails and personal communications

If the details of personal communications are to be provided in footnotes rather than in the text itself:

- provide the person's first initial and last name
- indicate the type of communication
- include the full date.

Example:

7 P. Gregory, interview with the author, 5 July 2011.

8 C. Barker, email, 12 January 2012.

Second and subsequent footnotes

Second and subsequent references to the same source don't need to be as detailed as the first note.

With a single author:

Provide all the necessary information in the first footnote. If you want to refer to the same source again, give the author's name, the year of publication and the page number.

1 K Reid, *Higher Education or Education for Hire? Language and Values in Australian Universities*, CQU Press, Rockhampton, 1996, p. 87.

2 Other Footnote

3 Reid, p. 98.

If two or more works by the same author are referred to in the text, include the title:

1 E Gaskell, *North and South*, Penguin, Harmondsworth, 1970, p. 228.



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Second and subsequent footnotes (cont)

2 E Gaskell, *The Life of Charlotte Brontë*, Penguin, Harmondsworth, 1975, p. 53.

3 Gaskell, *North and South*, p. 222.

Subsequent references to articles are done in a similar way:

17 M Doyle, 'Captain Mbaye Diagne',

Granta, vol. 48, August 1994, pp. 99-103.

18 Other Footnote

19 Doyle, *Granta*, p. 101.

Bibliography

Even though full bibliographic information is given in the footnote references, you are still required to provide a separate list of the works you have cited.

A bibliographic entry requires the same information as a footnote entry, but with two main differences:

- The author's surname is placed before their initial, as sources are listed in alphabetical order by author surname.
- Certain elements are separated with full stops instead of commas.

Examples:

Book

Reid, I *Higher Education or Education for Hire? Language and Values in Australian Universities*. CQU Press, Rockhampton, 1996.

Journal article

Doyle, M 'Captain Mbaye Diagne'. *Granta*, vol. 48, August 1994, pp. 99-103.

Web page

Curthoys, N, 'Future directions for rhetoric – invention and ethos in public critique', in *Australian Humanities Review*, March-April 2001, viewed on 11 April 2001, <http://www.lib.latrobe.edu.au/AHR/archive/Issue-April-2001/curthoys.html>

Abbreviations for subsequent footnotes

Another way to shorten second or subsequent references is with Latin abbreviations. For example:

ibid = same as last entry. Use *ibid* when two references in a row are from the same source.

op. cit. = as previously cited. Use *op. cit.* when you have already given full details of that source in an earlier note. When using *op. cit.*, you still need to provide information such as the author's name to make the source clear. These abbreviations should be in lowercase, even when they appear at the beginning of a note.

Example:

11 K Reid, *Higher Education or Education for Hire? Language and Values in Australian Universities*, CQU Press, Rockhampton, 1996, p. 87.

12 *ibid.*, p. 26.

13 M Doyle, 'Captain Mbaye Diagne', *Granta*, vol. 48, August 1994, p. 99.

14 Reid, *op. cit.*, p. 147.



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