QuickRef 14c
Citing sources – footnote/endnote
used for: arts, history, English literature, art and design

In this system each in-text citation is consecutively numbered and a corresponding numbered note, containing publication information about the source, is provided at the foot of the page or end of the chapter or paper. A Bibliography at the end of the work lists authors' names alphabetically, with surname followed by initials.

Note: There is some variation in the formatting of citations even within a particular referencing style. Always check your own faculty/department’s guidelines and be consistent in whatever format you use.

In-text Citations
• Numbering should be consecutive (1, 2, 3, 4) throughout the chapter or paper.
• Numbers can either be represented as superior figures, eg. ¹ or as normal size figures usually in brackets, eg. (1).
• Numbering should always follow punctuation marks:
  Nord's¹ opinion... not Nord¹’s opinion...
  Nord¹ and Wild.² not Nord¹ and Wild².
• Footnotes are listed at the foot of the page on which the citation appears.
• Where citations are too numerous to fit neatly at the foot of the pages, they should be listed on a separate page at the end of the chapter or paper as endnotes.
• A single in-text number may include more than one source, all of which are listed in the corresponding footnote or endnote.

  Heritage was a word originally used to describe the treasured possessions parents handed down to their children in societies which valued and respected their ancestral relationships.²⁸

• If the citation is a direct quote, the page number or numbers must be given in the corresponding note
  Swales states that ‘the propensity for early categorization can lead to a failure to understand particular discourses in their own terms’.²

First Reference to a Source
• The first reference must contain all of the information necessary for a reader to find the cited work.


Subsequent References
• Subsequent references to a previously cited work can be abbreviated as follows:

  ² ...
  ³ Palmer & Short, p. 53.

  This way of citing later references is now more common than using the Latin abbreviations op.cit. (for previously cited works) or ibid. (repeat of the preceding reference), but check with your department.
Where two or more works by the same author are cited in the text, include the title to differentiate them in subsequent references:

3 Swales, *Genre Analysis*, p. 106.

Subsequent references to a journal article can be abbreviated as follows:

2 …

Notes

Where endnotes are used, the list should be given the heading Notes.

For books, book chapters, journals, or periodicals, the information should be in this order:

- author's initials or first name followed by surname, or editor's name (for edited book)
- title of article (in journal) or chapter (in book) between quotation marks and using minimum capitalisation with subtitle, if any, separated from the title by a colon (;
- editor's name (for chapter in an edited book)
- name of the journal, periodical or book (in italics or underlined and with maximum capitalisation)
- edition (for book, if other than 1st edition)
- publisher's name (if applicable)
- place of publication (for book)
- volume and issue number (for journal)
- year of publication
- page numbers (for book chapter or journal article)

For online sources, the information should follow the same basic order and include the type of medium, the URL and the date you accessed the page. Note: A PDF version of a journal article is listed as for a hardcopy version.

- name of the author, editor or authoring organisation
- title of the page (look in the bar at the top of your browser) or online journal article
- title of the site (go to the site's homepage) or online journal
- date the page was last updated, or the copyright date
- type of medium (‘online’ for a web page or listserv, ‘CD-ROM’, ‘networked CD-ROM’, ‘electronic’ if you’re not sure which)
- the full internet address (URL) of the page, underlined (i.e. http://etc.) or the distributor (for CD-ROMS and networked databases). For an article from an electronic database, include the accession number if possible.
- date you viewed the page

Example Footnotes / Endnotes


Other useful references
