REFERENCING YOUR RADICAL NEWCASTLE CHAPTER

Radical Newcastle has elected to use a referencing system that provides both endnotes and a bibliography by the author at the end of each chapter. As the Chicago Manual of Style (16th ed.) states, the combination of notes and a bibliography is the preferred method of citation in the humanities. The use of endnotes allows authors to provide information about sources without disrupting the flow of text because they appear at the end of the chapter. They can also provide additional information about the issue at hand without disrupting the central argument. The bibliography, which appears as the last component of the chapter, should include all of the sources that are cited in the endnotes and any other works that shaped your approach or general ideas about the topic. If you require further guidance please see the Chicago Manual of Style 16th edition.

ENDNOTES

Please use endnotes to acknowledge both paraphrased ideas and direct quotations from other sources. Endnotes are used to acknowledge 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 references. If you are not sure whether something is common knowledge or not, provide an endnote.

If you need to refer to more than one source in a single endnote, separate the two notes with a semi colon.

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Place the bibliography on a separate sheet of paper at the end of the essay with the word “Bibliography” written at the top. The list of sources should be reverse indented (also called hanging indent) so the authors’ surnames can easily be read down the left side.

Divide the bibliography into two sections entitled Primary Sources and Secondary Sources. A primary source is a document or other artifact that was created at or near the same time as the historical events described in
your essay. Secondary sources are those that were written and published by historians and other scholars
drawing upon both primary and other secondary sources.

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Give each author’s name as it appears on the title page and the full title of the work, plus any subtitle, in the first endnote reference and in the bibliography entry. For full length published works (monographs and collections) and for journals, the title should be in italics. For chapters and articles and for unpublished works such as theses, the title should be enclosed in double quotation marks.

Provide the city (not the suburb or country) of publication. If several cities are listed, use the first.

If there is more than one year of publication listed, it is important to use the latest one. If the edition is provided, indicate whether it is the second, third, etc.

While most published sources will contain all of the required information to construct your endnotes and bibliography, some will not. If there is no author, replace that field with "n.a."; if no place of publication, use "n.p."; and if there is no date of publication, write "n.d.". These abbreviations show the reader that you knew this information should be provided, but it was not available. They are not required for unpublished primary sources.

We expect that a wide range of unpublished sources will be drawn upon in this project, many of which will not list all of the information needed for referencing. To the extent that you can, you should follow the general endnote pattern of providing the author, title, city, year and page number. If the source is part of a collection in a library or archives, provide its name and any relevant file number, then the name and place of the institution in which it is held. The important thing is that readers should be able to locate the source if they so choose.
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Later edition of a book


Books – More than One Author, Translator or Editor


Chapter in an edited collection


Journal Article


Magazine or Newspaper Article [Published monthly or daily]


Thesis or Dissertation

E 1. Anne Williams, "Managing the 'Feebleminded': Eugenics and the Institutionalisation of People with Intellectual Disability in New South Wales, 1900–30" (Ph.D. diss., University of Newcastle, NSW, 1998), 43.


- Note: no italics required for citations of a thesis or dissertation.

Public Documents and Archival Sources


B Fraser, Charlie. Letters to Lizzie. A6154 (vii). University of Newcastle Archives.

Primary source accessed in a published collection


Electronic Sources

Primary source accessed on line:

To cite sources available via the World Wide Web, give the author’s name (if known), the full title of the work and any reference number, the nature of the digital source, the full web address, and the date of your visit (since web sites change rapidly). If there is no author identified, try to identify the sponsoring author/organization of the website.


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