**Referencing for Historians (Chicago)**

At universities across the world, there are several different referencing styles. These differ from discipline to discipline. Scholars of Law use a different system to Social Scientists, etc., whereas historians generally adhere to the broad principles of the *Chicago Manual of Style.* However, as is the case in all referencing systems, variations do occur between British and American English. Thus, it is important to understand that there is never ‘one system’ which is identical world-wide – this applies to the Harvard system as much as to the Chicago system. ***There are, however, certain basic rules which are extremely easy to master.***

For history modules in Politics and Contemporary History, the preferred method of referencing is the Chicago system. At Level 4 and Level 5 **the most important thing is that the referencing method used is *consistent***. Marks will not be ‘deducted’ if a Politics student uses the Harvard system in a History essay. However, for those studying on the BA (Hons.) in Contemporary Military and International History you are strongly encouraged to be accurate in using the Chicago system because at Level 6 accurate referencing will be a significant part of your final-year dissertation. The reason why the Chicago system is preferred by historians is that this is the system most suited to the research methods of the historian. Historians do not just refer to literature they also make reference to archival materials and other sources. This would be unusual in an undergraduate essay, but it is a common in a final-year dissertation. It is also the system which is employed by the vast majority of academic historical journals. Thus, as you progress in your degree, you will come across more and more examples of the Chicago system.

You will be provided with study skills sessions at Level 4 in the use of the Chicago system. More advanced referencing techniques will be explained in the module ‘Introduction to Researching in History’ in Semester 2 at Level 5. If you consult your module tutor for essay feedback, s/he will also be able to give you advice on improving your referencing. In the meantime, the most straight-forward advice is to consult mainstream, UK academic journals to see how Chicago is usually employed. Recommended journals are *War in History*, *History*, *International History Review* and *German History.*

There are, however, six basic ‘rules of the road’ as to how to reference accurately. These are, in summary, as follows:

**RULE 1:** Treat a reference as a normal sentence. It will begin with a capital letter and end with a full-stop. The basic rules of punctuation also apply.

**RULE 2:** You need to provide a reference if you quote from a book. So, as an example, let us say you write: According to A.J.P. Taylor in an interesting article: ‘Scholars once combed the Scriptures for polemical texts; now the Powers fling at each other fragments from the German archives, a more long-winded and less elegant substitute.’ This is a direct quote, so using the references tab in WORD, followed by insert footnote, you then provide at the bottom of the page the following –

1. A.J.P. Taylor, *Europe: Grandeur and Decline* (Harmondsworth, 1981), p. 270.

Note here that there is no comma after the title; this follows the publication details which should be in brackets. Also possible would be:

1. A.J.P. Taylor, ‘The Springs of Soviet Diplomacy’, in Taylor, *Europe: Grandeur and Decline* (Harmondsworth, 1981), p. 270.

Here the reference is more accurate as the quote comes from a chapter in the book which is a stand-alone essay.

**RULE 3:** When giving a page number or numbers, instead of writing page or pg, use the standard abbreviation which is p. for single page numbers and pp. for more than one page. Thus:

2. R.G. Collingwood, *The Idea of History* (Oxford, 1946), pp. 1-13. (OR, p. 15.)

**RULE 4:** When citing journal articles or book chapters, you should adhere to the following conventions:

5. Alaric Searle, ‘The Tolsdorff Trials in Traunstein: Public and Judicial Attitudes to the Wehrmacht in the Federal Republic, 1954-1960’, *German History*, 23 (January 2005), pp. 50-78.

8. William J. Philpott, ‘The Campaign for a Ministry of Defence, 1919-1936’, in Paul Smith (ed.), *Government and the Armed Forces in Britain, 1856-1990* (London, 1996), pp. 109-154.

Here note that a chapter in a book is followed by ‘in’, but this does not apply to journal articles. In the case of journal articles, the article title is single inverted commas, while the journal title (in other words, the actual publication) is in italics. Journal titles are followed by volume number, then month or part-number and year in brackets. In the case of citing book chapters, ed. is used as the abbreviation for editor.

**RULE 5:** If you cite a book, book chapter or article for a second time in your essay or dissertation, you should not give the full details all over again. In this case there are two possibilities.

a.) If you reference the same work as in the previous footnote immediately above, and this is the ONLY work you have referenced, then you can simply write Ibid., p. 23. Ibid. is a short form of ibidem, therefore it takes a full-stop, followed by a comma. Effectively, Ibid. means ditto.

b.) If there are one or more references to other material between the original reference and the reference when you cite the book, chapter or article again, then the follow conventions apply.

8. Collingwood, *The Idea of History*, p. 34.

11. Searle, ‘The Tolsdorff Trials in Traunstein’, p. 76.

16. Philpott, ‘Campaign for a Ministry of Defence’, pp. 133-139.

In other words, the author’s surname is given, followed by a shortened form of the title, followed by page references.

**RULE 6:** There are two common misconceptions which surround referencing which you need to avoid: first, that every single sentence requires a reference to some book or other; and, second, that each reference can only contain one book. However, it is possible to generate ‘block footnotes’ at the end of a paragraph, or for any purpose. So, if you are discussing, say, research on Erwin Rommel, you can provide a reference, such as:

22. For the most important works on Erwin Rommel’s career are: Desmond Young, *Rommel* (London, 1950); David Irving, *Rommel* (London, 1977); Ronald Lewin, *Rommel as Military Commander* (London, 1979); Maurice Philip Remy, *Mythos Rommel* (Munich, 2004); and, Ralf Georg Reuth, *Rommel: The End of a Legend* (London, 2005).

Note here how lists of works are rendered. There is an opening statement, followed by a colon, and then each item is concluded with a semi-colon. You can also provide comments on particular works in a block footnote, such as ‘This is a poorly researched piece of scholarship which contains numerous errors.’ Such comments might disturb the flow of the argument in the text of the essay, but might be useful if included as part of a reference.

**FURTHER POINTS TO BEAR IN MIND**

Footnotes or Endnotes: Which is correct?

There is no rule as to whether you should employ footnotes or endnotes. Footnotes can be inserted in WORD by going to the TAB ‘References’ at the top of the page and clicking on ‘Insert footnote’. But you can also click on ‘Insert Endnote’. Some academic books employ endnotes, others footnotes. Generally, the best advice is to employ footnotes because your tutor will want to see immediately what works you have consulted and may have another 60 essays to correct!

You should bear in mind that in the case of footnotes you should use script-size 10 and single-spacing, whereas in the case of endnotes, we recommend script-size 11 and 1.5 spacing.

How do I reference archive material?

Generally, it is unlikely you will be referencing archival material in essays. As already mentioned, in Semester 2 of Level 5 you will be taking the module ‘Introduction to Researching in History’, when considerable time will be spent on this. But, in the meantime, here are some basics.

There are several different ways to reference archive material. The two most common methods are either to begin with the archive or end with the archive details. Thus:

3. Liddell Hart Centre for Military Archives, King’s College, London (hereafter, LHCMA), Sir Basil Liddell Hart Papers, LH 1/302/95, Liddell Hart to Fuller, 7 March 1933. OR

3. LH 1/302/95, Liddell Hart to Fuller, 7 March 1933, Sir Basil Liddell Hart Papers, Liddell Hart Centre for Military Archives, King’s College, London (hereafter, LHCMA).

Note here that the full details of the archive should be given in the first reference, followed by the abbreviation in brackets. Thereafter, the abbreviation should be used. If you are unsure, consult a leading historical journal to see how they approach citation of primary material.

I have just read an article in an American journal and the reference appears to be different. What should I do?

There are many variations in the way in which references are given within the principles of the Chicago style (often depending upon the style adopted by a publisher), but the most frequent one concerns the difference between American and British approaches.

In the case of American journals/books, they tend to use double inverted commas, with punctuation inside the commas. Thus:

5. Alaric Searle, “The Tolsdorff Trials in Traunstein: Public and Judicial Attitudes to the Wehrmacht in the Federal Republic, 1954-1960,” *German History*, 23 (January 2005): 50-78.

COMPARE WITH THE BRITISH APPROACH…

5. Alaric Searle, ‘The Tolsdorff Trials in Traunstein: Public and Judicial Attitudes to the Wehrmacht in the Federal Republic, 1954-1960’, *German History*, 23 (January 2005), pp. 50-78.

The main difference is single inverted commas in the British approach, with the comma outside the inverted commas. You are free to choose, but generally students find the British approach easier.

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