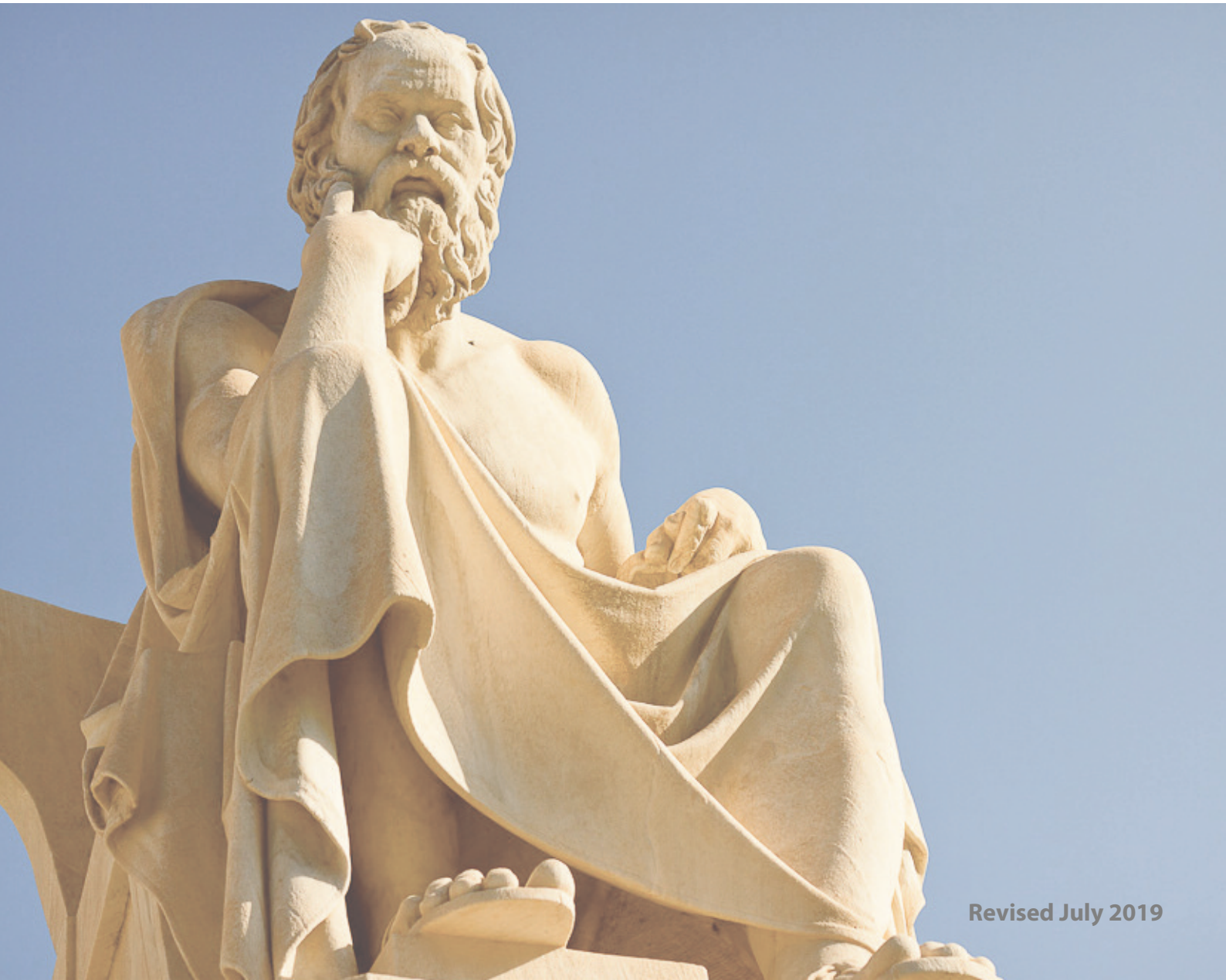
University of South Wales
Prifysgol De Cymru

The University of South Wales Guide to

MHRA Referencing



Revised July 2019

The University of South Wales Guide to MHRA Referencing

Introduction to USW MHRA style referencing

Acknowledgements
This guide is based on the MHRA Style Guide:
A Handbook for Authors and Editors (London: Modern Humanities Research Association, 2013).

Compiled by Linda Graves, Information Librarian and Lowri Newman and Anne Morgan of the Student Development and Study Skills Service, with input from academic staff in the School of Humanities and Social Sciences. 2015

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The importance of referencing

What is referencing?
Referencing means indicating the sources of the information/evidence/material you use in your work.

What do I need to reference?
Facts, data, theory, expert opinion, research, images, direct quotes… in fact anything you know because you read/heard/saw it. This means a large amount of the material you will use in your assignments.

Why reference?
- Because you are expected to analyse evidence/facts/theory/expert opinion to form your own conclusions and to support your own argument/point of view.
- Your ability to understand, analyse and evaluate the work of others is being measured.
- Referencing is a crucial part of this as it informs the reader of the texts you have consulted during your research. You will also be assessed on the quality and relevancy of these sources.
- It is important to remember that good, accurate referencing means higher marks. You will be expected to use a variety of suitable academic sources.
- Because it is academic convention.
- Because if you don't, you are committing the academic offence of plagiarism. Avoiding plagiarism is vital, so getting the format of the citation right is a skill to practice.

How to use this Guide
This guide demonstrates how to reference using the Modern Humanities Research Association (MHRA) referencing style which is the norm for humanities in the UK. You will see in your reading that different authors and publishers use different styles: the key point is to use one style consistently. Remember: don't focus on perfect referencing style at the expense of academic integrity. It's important to make a good faith effort to tell your reader where your quotations and information come from.

Use the guide to see examples of a wide variety of sources which you can follow for your own work. For more detailed help please consult the online Style Guide (3) at http://www.mhra.org.uk/Publications/Books/StyleGuide/index.html

This guide does not cover every conceivable source. It is important to note that many primary sources often appear in different contexts, for example, a newspaper article may be reproduced in a journal article, an online source or in a chapter of a book. On these occasions consult full MHRA referencing guide and see examples on 'Speech ' and 'Painting' (p.10)which demonstrate how you can combine this information into a standardised reference.

Footnotes – why and how
Whenever you quote from or refer to another author's work you must insert a footnote number in your text to identify the source of the information. Then at the bottom of the page give full bibliographic information for each source on that page. Later footnotes can be abbreviated, to the most easily identifiable form.

Inserting footnotes using Microsoft Word 2007
Place the numbers at the end of a sentence, after the full stop or other punctuation. If you refer to more than one source in a sentence or short paragraph use one footnote number and separate the references with a semi-colon. Place the cursor where the footnote number is required, then on the menu bar select References and

Insert Footnote
Your footnotes will be numbered consecutively automatically.

Bibliography
This is at the end of your work and lists all of the sources from your footnotes.

List your sources in alphabetical order by the first author's surname followed by their forename or initials but do not reverse this for any other authors. The order for the rest of the information is the same as for footnotes. You do not need to include specific page numbers but page ranges are required for journal articles and edited book chapters. Do not use a full stop at the end of each reference.

Paraphrasing
The majority of sources you will be referencing are likely to be secondary sources (historians' representations of the past); however you may use some primary sources that originate from the period you are writing about. Whatever the source, you must ensure that all work is written in your own words, reflecting your own writing style and not someone else's. If you do decide to copy the original verbatim then you need to clearly indicate in the text where you have done this by placing single quotation marks around the words you have copied from the original. However, these direct quotations should be kept to a minimum.

How to reference

Books
The information should be given in the following order for footnotes;
1. Author's name as it appears on the title page. (Forename/s should come before surnames and should not be reduced to initials unless they are used on the title page)
2. Title as it appears on the title page and italicised. Use a colon : to separate main title from subtitle. Capitalize all the important words (no need to capitalize joining words like "and" "the" and "of")

Example:

Citing within the text

It could be argued that during this period most English people considered themselves 'special, civil and humane' in their rejection of slavery.[1] The irony of this is not lost on Dwyer – Amussen[2] who notes that even as the English protested to various governments above the condition of slavery, they also increasingly depended on slave labour in the colonies. Slavery then was of import in the English colonies 'perhaps more than anyone would have cared to acknowledge.'[3]

Footnote at the bottom of the page

[1] Michael Guasco, *Slaves and Englishmen: Human Bondage in the Early Atlantic World* (Philadelphia, PA: University of Philadelphia Press, 2014), p. 154.

[2] Susan Dwyer Amunssen, *Caribbean Exchanges: Slavery and the Transformation of English Society, 1640-1700* (North Carolina: University of North Carolina Press, 2007), p.18.

Later footnote

[3] Guasco, p. 155.

Bibliography

Dwyer Amunssen, Susan, *Caribbean Exchanges: Slavery and the Transformation of English Society, 1640-1700.* (North Carolina: University of North Carolina Press, 2007)

Guasco, Michael, *Slaves and Englishmen: Human Bondage in the Early Atlantic World.* (Philadelphia, PA: University of Philadelphia Press, 2014)

3. Editors/translators should be presented in the same way as for authors in relation to name order. **Their names should be preceded by abbreviated forms ed. by…trans. by or rev. by (see p. 61 of online MHRA guide)**

4. Book series. If a book is part of a numbered series, the series title and number should be included

5. Edition. If any edition other than the first is used this should be included e.g. 2nd edn (note no full stop after edn)

6. Number of volumes

7. Publication information. (Place: Publisher, date)

8. Page number/s used p. or pp.

9. Later footnotes – no need to repeat the full details, provide author and page number/s.
e.g. Oldridge, p. 49
Or, where there is more than one item by the same author/s cited or 2 authors with the same surname
Oldridge, *The Witchcraft Reader,* p. 54
Oldridge, *The Devil in Early Modern England,* p. 94

For publisher details – if joined publishers e.g. McFadden and Whitehead use "and" or "&" as it appears on the title page.

Books

Books 1 Author

Order of Footnote (FN)
1. Author's name (first name, family name)
2. *Title* (in italics)
3. Edn number (if relevant)
4. (Place of publication, publisher, date) (in brackets)
5. Page number/s (p. or pp.)

FN
Malcolm Barber, *The New Knighthood: A History of the Order of the Temple* (Cambridge: Cambridge University Press, 1994), p. 343.

Later footnotes should use the shortest and most easily identifiable abbreviated form, usually the author's name. Sometimes, if you are using information from collections, a short title form may be better (see 11.3, p.76 of online MHRA guide)

Later footnote (LF)
Barber, p. 345.

Bibliography (Bib)
Order as for footnote except: Author's surname will appear first and there are commas to separate. So, Author's surname, first name, Title (Place of publication: Publisher, date)
Barber, Malcolm, *The New Knighthood: A History of the Order of the Temple* (Cambridge: Cambridge University Press, 1994)

Books 2 Authors

Order of Footnote (FN)
1. Authors' name (first names, family name)
2. *Title* (in italics)
3. Edn number (if relevant)
4. (Place of publication, publisher, date) (in brackets)
5. Page number/s (p. or pp.)

FN
Fiona Reynoldson and Nigel Smith, *The Second World War* (Hove: Wayland, 1994), p. 4.

Later footnote (LF)
Reynoldson and Smith, p.5.

Bibliography (Bib)
Order as for footnote except: Author's surname will appear first. So: First author's surname, first name and second author's first name and second name (Place: Publisher, date)
Reynoldson, Fiona and Nigel Smith, *The Second World War* (Hove: Wayland, 1994)

Books 3 Authors

Order of Footnote (FN)
1. Authors' names (first names, family name)
2. *Title* (in italics)
3. Edn number (if relevant)
4. (Place of publication, publisher, date) (in brackets)
5. Page number/s (p. or pp.)

FN
Walter La Feber, Richard Polenberg and Nancy Woloch, *The American Century: A History of the United States Since the 1890s* 5th edn (Boston, Mass., McGraw Hill, 1998), p.19.

Later footnote (LF)
La Feber, pp.22-23.

Bibliography (Bib)
Order as for footnote except: Author's surname will appear first. .So: first author's surname, first name and other authors' first names and second names, *Title*, edn number (if relevant) (Place: Publisher, date)
La Feber, Walter, Richard Polenberg and Nancy Woloch, *The American Century: A History of the United States* Since the 1890s 5th edn (Boston, Mass., McGraw Hill, 1998)

More than 3 authors

Order of Footnote (FN)

1. Lead Author's name (first name, family name) followed by and others
2. *Title* (in italics)
3. (Place of publication, publisher, date) (in brackets)

FN

Fiona Reid and others, *Outcast Europe: Refugee and Relief Workers in an Era of Total War,* 1936-48 (London: Continuum 2012), p.15.

Later footnote (LF)

Reid, 2012.

Bibliography (Bib)

Follow usual format for books

Reid, Fiona and others, *Outcast Europe: Refugee and Relief Workers in an Era of Total War,* 1936-48 (London: Continuum 2012)

Revised/translated book

Order of Footnote (FN)

Follow usual format for books but include rev.by

1. Authors' name (first names, family name)
2. *Title* (in italics)
3. (Place of publication, publisher, date) (in brackets)
4. Page number/s (p. or pp.)

FN

John Davies, *A History of Wales*, rev. by John Davies (London: Penguin, 1994), p.5.

Later footnote (LF)

Davies, p.21.

Bibliography (Bib)

Follow usual format for books

Davies, John, *A History of Wales*, rev. by John Davies (London: Penguin, 1994)

Primary source which is part of a printed collection

Order of Footnote (FN)

1. Original author as it appears in the title
2. 'Title of chapter/extract' (in inverted commas)
3. Editor's first name, surname
4. In *Title*
5. Part no. (if relevant)
6. (Place of publication, publisher, date) (in brackets)
7. Page number/s (p. or pp.)

FN

William Vaughn Moody, 'On a soldier fallen in the Philippines' (1901), in *Understanding American History Through Fiction.* Vol. 2 eds. Warren A. Beck and Myles L. Clowers (New York: McGraw-Hill, 1975), p.190.

Later footnote (LF)

William Vaughn Moody, p.190.

Bibliography (Bib)

William Vaughn Moody, 'On a soldier fallen in the Philippines' in *Understanding American History Through Fiction.* Vol. 2 eds. Warren A. Beck and Myles L. Clowers) (New York: McGraw-Hill, 1975), pp.190-191

Note that the end reference is presented as it appears in the original footnote: William Vaughn Moody, 'On a soldier fallen in the Philippines' (1901), in U*nderstanding American History Through Fiction.* Vol. 2 eds. Warren A. Beck and Myles L. Clowers) (New York: McGraw-Hill, 1975), p.190 but will incorporate inclusive page numbers.

Primary source where author is part of the title

Order of Footnote (FN)

1. Original author as it appears in the title
2. Title of chapter/extract (in inverted commas)
3. trans by author's first name, surname
4. In *Title*
5. Part no. (if relevant)
6. (Place of publication, publisher, date) (in brackets)
7. Page number/s (p. or pp.)

FN

Bernard of Clairvaux, 'In Praise of the New Knighthood', trans. by Conrad Greenia, in *Bernard of Clairvaux: Treatises, Cistercian Fathers Series,* no. 19 (Kalamazoo: Cistercian Publications, 1977), p.131.

Later footnote (LF)

Bernard of Clairvaux, p.131.

Bibliography (Bib)

Note that the end reference is presented as it appears in the original footnote

Bernard of Clairvaux, 'In Praise of the New Knighthood', trans. Conrad Greenia, in *Bernard of Clairvaux: Treatises, Cistercian Fathers Series,* no. 19 (Kalamazoo: Cistercian Publications, 1977)

Primary Source translated

Order of Footnote (FN)

1. Author names/title
2. *Title*
3. trans. by authors' name/names as they appear in the publication
4. (Place of publication, publisher, date) (in brackets)
7. Page number/s (p. or pp.)

FN

William, Archbishop of Tyre, *A History of Deeds Done Beyond the Sea,* trans. by E. A. Babcock and A. C. Krey (New York: Octagon Books, 1976), pp. 525-526.

Later footnote (LF)

William of Tyre, in Babcock and Kray (trans.), p.526.

Bibliography (Bib)

Note that for this type of source, the name of the author remains as it appears on/in the source

William, Archbishop of Tyre, *A History of Deeds Done Beyond the Sea,* trans. by E. A. Babcock and A. C. Krey (New York: Octagon Books, 1976)

Edited Book

Order of Footnote (FN)

1. *Title* (in italics)
2. ed.by author/s' first name/s surname/s (commas to separate),
3. (Place of publication, publisher, date) (in brackets)
4. Page number/s (p. or pp.)

FN

Masculinities in Politics and War: Gendering Modern History, ed. by Stefan Dudink, Karen Hagemann and John Tosh, (Manchester: Manchester University Press, 2004), p. 3.

Later footnote (LF)

Dudink, p.5.

Bibliography (Bib)

Order: Lead editor's surname, first name, other authors' first name/s surname/s, eds. Title (Place: Publisher, date)

Dudink, Stefan, Karen Hagemann and John Tosh, eds. *Masculinities in Politics and War: Gendering Modern History* (Manchester: Manchester University Press, 2004)

Chapter in Edited book

Order of Footnote (FN)

1. Author's first name, family name
2. 'Title of chapter' (in inverted commas)
3. trans by author's first name, surname
4. In *Title of book*
5. ed. by authors' first names, surnames,
6. (Place of publication, publisher, date) (in brackets)
7. Page number/s (p. or pp.) (inclusive page numbers [in the initial footnote?] and page number used

FN

Barbara Weinstein, 'Making workers masculine: the (re)construction of male worker identity in twentieth century Brazil' in *Masculinities in Politics and War: Gendering Modern History,* ed. by Stefan Dudink, Karen Hagemann and John Tosh, (Manchester: Manchester University Press, 2004), pp. 276-294 (p.276).

Later footnote (LF)

Weinstein, p. 280.

Bibliography (Bib)

As in first footnote but author's surname, then first name,

Weinstein, Barbara, 'Making workers masculine: the (re)construction of male worker identity in twentieth century Brazil' in *Masculinities in Politics and War: Gendering Modern History,* ed. by Stefan Dudink, Karen Hagemann and John Tosh, (Manchester: Manchester University Press, 2004), pp.276-294

E book

Order of Footnote (FN)

1. Author's name (first name, family name)
2. *Title* (in italics)
3. Edn number (if relevant)
4. (Place of publication, publisher, date) (in brackets)
5. Page number/s (p. or pp.)
6. URL/DOI
7. [Date accessed] (in square brackets)

FN

Jack P. Greene and Philip D. Morgan, *Atlantic History: A Critical Appraisal* (Oxford: Oxford University Press, 2009), p. 10 <https://www.dawsonera.com/abstract/9780199717712> [accessed 24th March 2015].

Later footnote (LF)

Greene and Morgan, p. 65

Bibliography (Bib)

Order as for printed books

Greene, Jack P. and Philip D. Morgan, *Atlantic History: A Critical Appraisal* (Oxford: Oxford University Press, 2009), p. 10 <https://www.dawsonera.com/abstract/9780199717712> [accessed 24th March 2015]

If the ebook does not have stable page numbers, but does have another form of placemarker e.g locations/chapters /sections you should give this information in place of p or pp.

Book review

Order of Footnote (FN)

1. Author's name (first name, family name)
2. *Title* (in italics)
3. Edn number (if relevant)
4. Place of publication, publisher, date (in brackets)
5. Page number/s (p. or pp.)

FN

J. Graham Jones, review of *Cymru Fydd, Journal of Liberal History,* 57, (2007), pp.50-51 (p.50).

Later footnote (LF)

Jones, *Cymru Fydd,* p.51.

Bibliography (Bib)

Title, Note that you need to include the author (first name/s surname,) of the article/book in the reference list and Review by: Name as it appears on the title page/s)

Jones, J. Graham, review of *Cymru Fydd,* by Dewi Roland Hughes, *Journal of Liberal History,* 57, (2007), pp.50-51

Dictionary

Order of Footnote (FN)
1. *Title* (in italics)
2. (Place of publication, publisher, date) (in brackets)
3. Page number/s (p. or pp.)

FN
The Dictionary of Welsh Biography 1941-1970, (London: Honourable Society of Cymmrodorian, 2001), p.93.

Later footnote (LF)
The Dictionary of Welsh Biography, pp.94-95.

Bibliography (Bib)
Note: order as for first FN
The Dictionary of Welsh Biography 1941-1970, (London: Honourable Society of Cymmrodorian, 2001)

Multi Volume Work

Order of Footnote (FN)
1. Author's name (first name, family name)
2. *Title* (in italics)
3. Number of volumes
4. Place of publication, publisher, date (in brackets)
5. Volume number
6. Page number/s (p. or pp.)

FN
Keith Gildart and David Howell (eds), *Dictionary of Labour Biography,* 13 vols (Basingstoke: Palgrave Macmillan, 2010), XI, p. 3.

Later footnote (LF)
Gildart and Howells, p. 7.

Bibliography (Bib)
Order as for printed books
Gildart, Keith and David Howell (eds), *Dictionary of Labour Biography,* 13 vols (Basingstoke: Palgrave Macmillan, 2010), XI

Journal Articles

The information should be given in the following order for footnotes;

1. Author's name as it appears on the title page. (Forename/s should come before surnames and should not be reduced to initials unless they are used on the title page)
2. Title of journal article to be enclosed in a single set of inverted commas. The article title (followed by a comma) precedes the title of the journal (in italics), (again followed by a comma). Capitalize all the important words in both journal article and in main journal title (no need to capitalize joining words like "and" "the" and "of")
3. The journal part number is placed next and is followed by the date in brackets; the date bracket is followed by a comma.
4. NB: The first time you mention the source in your footnotes, you need to include the inclusive page numbers e.g. pp. 383-400 as well as the specific page number/s you are citing.
5. The following footnotes should be in the most easily identifiable form, usually the author's surname and of course, page number/s. If you are using different works by the same author (or if you have authors with the same/similar name/s which could cause confusion) then you should include some additional information, usually the shortened form of the 'article title' enclosed in inverted commas.
6. In instances where you need to have pinpoint accuracy, and/or where there could be confusion, (for instance in online journals) you can identify the paragraph number to add clarity.
7. For online journals – the full URL or DOI should be included followed by the date of access in [square brackets].

Journal Article (print)

Order of Footnote (FN)

1. Author's name (first name, any initials, family name)
2. 'Title of article' (in a single set of inverted commas)
3. *Title of Journal* (in italics)
4. Part number
5. Date (in brackets)
6. Page number/s (p. or pp.)

NB: Inclusive page number in first footnote and actual page number used (p. or pp. in brackets)

FN

James, W. Brodman, 'Rule and Identity: The Case of the Military Orders', *The Catholic Historical Review,* 87 (2001), pp.383-400. (p.385).

Later footnote (LF)

Brodman, 'Rule and Identity', p. 392.

Bibliography (Bib)

Author's surname is presented first: All other information appears as in first footnote: Brodman, James W., 'Rule and Identity: The Case of the Military Orders', *The Catholic Historical Review,* 87 (2001), pp.383-400

FN

Emyr Wyn Williams, 'Liberalism in Wales and the Politics of Welsh Home Rule 1886-1910', *Bulletin of the Board of Celtic Studies,* 37 (1990), pp. 191-207 (p.206).

Later footnote (LF)

E. W. Williams, 'Liberalism', p.196.

Bibliography (Bib)

The following footnotes should be in the most easily identifiable form, usually the author's surname and of course, page number/s. If you are using different works by the same author (or if you have authors with the same/similar name/s which could cause confusion) then you should include some additional information, usually the shortened form of the 'article title' enclosed in inverted commas.

Williams, Emyr Wyn., 'Liberalism in Wales and the Politics of Welsh Home Rule 1886-1910', *Bulletin of the Board of Celtic Studies,* 37 (1990), pp.191-207

Online Journal with URL or DOI

Order of Footnote (FN)

1. Author's name (first name, any initials, family name)
2. 'Title of article' (in a single set of inverted commas)
3. *Title of Journal* (in italics)
4. Part number
5. Date (in brackets)
6. Page number/s (p. or pp.)

NB: <Web Address> (between arrows)URL or DOI follows the inclusive page numbers or paragraph numbers (if available). [The accessed date appears in square brackets]

FN

Stephen Tuck, 'The New American Histories', *The Historical Journal,* 48, 3, (2005), 811-832 (p. 815), <http://www.jstor.org/stable/409172> [accessed 14 April 2015].

Later footnote (LF)

Tuck, p. 825.

Bibliography (Bib)

Author's surname is presented first: All other information appears as in first footnote

Tuck, Stephen, 'The New American Histories', *The Historical Journal,* 48, 3, (2005), 811-832 <http://www.jstor.org/stable/4091724> [accessed 14 April 2015]

As in the example above you can omit 'p./pp.' in some circumstances (see point 9, p.63 of online MHRA LINK)

Newspaper Article

Order of Footnote (FN)

1. Journalist's name (initials, family name)
2. 'Title of article' (in a single set of inverted commas)
3. *Name of newspaper* (in italics)
4. Full date of publication
5. Page number/s (p. or pp.)

FN

C. L. Everard, 'Would You Believe It?', *The British Worker,* 5 May 1926, p. 4.

Later footnote (LF)

Everard, p. 4.

Bibliography (Bib)

Everard, C. L., 'Would You Believe It?', *The British Worker,* 5 May 1926

Thesis

Order of Footnote (FN)

1. Author's name (first name, any initials, family name)
2. 'Title of thesis' (in a single set of inverted commas)
3. The degree level, university, date (in brackets)
4. Page number/s (p. or pp.)

FN

Lucy Ugolini, 'Independent Labour Party Men and Women's Suffrage, 1893-1914' (unpublished doctoral thesis, University of Greenwich, 1997), p. 31.

Later footnote (LF)

Ugolini, p. 78.

Bibliography (Bib)

Ugolini, Lucy, 'Independent Labour Party Men and Women's Suffrage, 1893-1914' (unpublished doctoral thesis, University of Greenwich, 1997)

Conference Papers/Lectures

Order of Footnote (FN)

1. Name of author/speaker (first name, any initials, family name)
2. 'Title of conference paper' (in a single set of inverted commas)
3. Name of conference
4. Location of conference
5. Date of conference

FN

Janet Coleman, 'Images of Europe: Citizenship and the Languages of Statecraft', in Will and Reason: Negotiating the Medieval in Modern International Relations, Department of International Politics, Aberystwyth University 1-3 September 2010.

Later footnote (LF)

Coleman, p. 5.

Bibliography (Bib)

Coleman, Janet, 'Images of Europe: Citizenship and the Languages of Statecraft', in Will and Reason: Negotiating the Medieval in Modern International Relations, Department of International Politics, Aberystwyth University 1-3 September 2010

Unpublished/Private papers

Order of Footnote (FN)
1. Location of collection
2. Collection name and reference
3. Description of item collection

FN
Scotland, Strathclyde University, Mary Auld Papers, Collection T- MIN/29, letter from Mary Sutherland.

Later footnote (LF)
Mary Auld Papers, Collection T- MIN/29, letter from Mary Sutherland.

Bibliography (Bib)
Scotland, Strathclyde University, Mary Auld Papers, Collection T- MIN/29

Website

Order of Footnote (FN)
1. Author or organisation (if available)
2. *Title* (in italics)
3. Place, publisher, year (in brackets) (if available)
4. <Web address of document> (between arrows)
5. Accessed day month year [in square brackets]

FN
Royal Naval Museum Library, *Biography: Horatio Nelson* (Portsmouth: National Museum of the Royal Navy, 2004) <http://www.royalnavalmuseum.org/info_sheets_horatio_nelson.htm#top> [accessed 24th March 2015].

Later footnote (LF)
Royal Naval Museum Library.

Bibliography (Bib)
Royal Naval Museum Library, *Biography: Horatio Nelson* (Portsmouth: National Museum of the Royal Navy, 2004) <http://www.royalnavalmuseum.org/info_sheets_horatio_nelson.htm#top> [accessed 24th March 2015]

Film

Order of Footnote (FN)
1. Title of film
2. Director (first name, family name)
3. Studio, date (in brackets)
4. Medium [in square brackets]

FN
All Quiet on the Western Front, dir. by Lewis Milestone (Universal Pictures, 1930) [on DVD].

Later footnote (LF)
All Quiet on the Western Front.

Bibliography (Bib)
Order as for FN but no need to include director.
All Quiet on the Western Front, (Universal Pictures, 1930) [on DVD]

Music

Order of Footnote (FN)
1. Composer/author
2. *Title of piece and/or compilation* (in italics)
3. Artist, orchestra, conductor etc (separated by commas)
4. Recording company
5. CD reference and date (in brackets)
6. [Medium] (in square brackets)

See page 75 MHRA guide for examples.

FN
Bob Dylan, *Shadows in the Night,* Columbia Records, (88875057962 2015) [on CD].

Later footnote (LF)
Shadows in the night.

Bibliography (Bib)
Order as for FN but family name is placed first.
Dylan, Bob, *Shadows in the Night,* Columbia Records, (88875057962 2015) [on CD]

Broadcast

Order of Footnote (FN)
1. *Programme title* (italics)
2. Series title
3. Production company, date broadcast, time broadcast (in brackets)

FN
A King without A Crown, The Stuarts (BBC 2 Scotland, 6th February, 2014, 21:00).

Later footnote (LF)
A King without a Crown.

Bibliography (Bib)
Order as for FN but no need to include director.
A King without A Crown, The Stuarts (BBC 2 Scotland, 6th February, 2014, 21:00)

Visual sources should be labelled and numbered, e.g. 'Figure 1'. The source should also be given a title to explain what it shows, a year and a footnote. As in: Figure 1: Radium Treatment, 1940[1]

Photograph

Order of Footnote (FN)
1. 'Title of photograph and date' (in inverted commas)
2. Name of collection
3. Location of collection
4. [URL and accessed date] (date in square brackets) if online

FN
'Radium Treatment in a London Hospital, England 1940', Ministry of Information Second World War Official Collection, Imperial War Museum, <http://www.iwm.org.uk/collections/listing/object-205013489> [accessed 23 February 2015].

Later footnote (LF)
'Radium Treatment in a London Hospital, England 1940',

Bibliography (Bib)
'Radium Treatment in a London Hospital, England 1940', Ministry of Information Second World War Official Collection, Imperial War Museum, <http://www.iwm.org.uk/collections/listing/object-205013489> [accessed 23 February 2015]

Painting

Order of Footnote (FN)
1. Name of artist
2. *Title of work* (in italics)
3. Medium
4. Institution or collection
5. City
6. Date of work (in brackets)

FN
Denys Robert Short, *Works*, *Trehafod*, Oil on board. University of South Wales, Pontypridd. (1960).

Later footnote (LF)
Works, Trehafod.

Bibliography (Bib)
Short, Denys Robert, *Works, Trehafod*, (University of South Wales, 1960)

If accessed online:
Order of Footnote (FN)
1. Name of artist
2. *Title of work* (in italics)
3. Medium
4. Institution or collection
5. City
6. URL and accessed date (date in square brackets)

FN
W. Jones, *Lock Lewis,* Oil on board. Pontypridd Museum, Pontypridd. (1930). <http://www.bbc.co.uk/arts/yourpaintings/paintings/ lock-lewis-156556> [accessed 24th March 2015].

Later footnote (LF)
Lock Lewis.

Bibliography (Bib)
Jones, W., *Lock Lewis*, Oil on board. Pontypridd Museum, Pontypridd. (1930). <http://www.bbc.co.uk/arts/yourpaintings/paintings/lock-lewis-156556> [accessed 24th March 2015]

Interview (unpublished)

Order of Footnote (FN)
1. Name of interviewee
2. Name of interviewer
3. Date of interview

FN
Jennie Cuthbert, interviewed by Lowri Newman, 14 December 1997.

Later footnote (LF)
Cuthbert.

Bibliography (Bib)
Cuthbert, Jenny, interviewed by Lowri Newman, 14 December 1997.

Speech

Order of Footnote (FN)
1. Name of speaker
2. Title of speech, if known (in single set of inverted commas)
3. Location delivered
4. Date delivered
5. Source taken from

From an electronic source:
FN
Eleanor Roosevelt, 'What Libraries Mean to the Nation', The District of Columbia Library Association Dinner, 1st April 1936 <http://gos.sbc.edu/r/eleanor2.html> [accessed 12th March 2015].

Later footnote (LF)
Roosevelt, 1st April, 1936.

Bibliography (Bib)
Roosevelt, Eleanor, 'What Libraries Mean to the Nation', The District of Columbia Library Association Dinner, 1st April 1936 <http://gos.sbc.edu/r/eleanor2.html> [accessed 12th March 2015]

From a book:
FN
William Pitt the Younger, 'The Folly of Premature Peace', The House of Commons, 30th December 1794, in R. Coupland, (ed.), *The War Speeches of William Pitt the Younger* (Oxford: Clarendon Press, 1915), p. 118.

Later footnote (LF)
William Pitt, p. 120.

Bibliography (Bib)
William Pitt the Younger, 'The Folly of Premature Peace', The House of Commons, 30th December 1794, in R. Coupland, (ed.), *The War Speeches of William Pitt the Younger* (Oxford: Clarendon Press, 1915)

Social Media

Blog

Order of Footnote (FN)
1. Name of blogger
2. *Title of blog,* if there is one (in italics)
3. [online blog]
4. <Web address> (between arrows)
5. [Accessed, day month year] (square brackets)

FN
Catherine Fletcher, *(Dead) kings and queens history: Richard III and the car park saga* [online blog] <http://www.historymatters.group.shef.ac.uk/richard-iiidead-kings-queens-history/>[accessed 16th March 2015].

Later footnote (LF)
(Dead) kings and queens history

Bibliography (Bib)
Fletcher, Catherine, *(Dead) kings and queens history: Richard III and the car park saga* [online blog] <http://www.historymatters.group.shef.ac.uk/richard-iiidead-kings-queens-history/> [accessed 16th March 2015]

Twitter

Order of Footnote (FN)
1. Name of writer
2. 'Content of post' (in inverted commas)
   @handles and #hashtags should be preserved
3. [Twitter post]
4. (Username or handle, day month year) (in round brackets)

FN
British Museum, 'Scientific analysis of this Egyptian cat statue revealed how it was made and repaired.' [Twitter post] (@britishmuseum, 16th March 2015).

Later footnote (LF)
British Museum, 16th March 2015.

Bibliography (Bib)
British Museum, 'Scientific analysis of this Egyptian cat statue revealed how it was made and repaired.' [Twitter post] (@britishmuseum,16th March 2015)

Facebook

Order of Footnote (FN)
1. Name of author or user name/group name
2. Posting title (in inverted commas)
3. [Facebook post]
4. Day month year of posting
5 <Web Address> (between arrows)
6. [Accessed, day month year] (square brackets)

FN
University of South Wales, 'We solve 90% of homicides in the UK – I don't think that's good enough. We need to solve every single one.' [Facebook post], 7th March 2015 <https://www.facebook.com/UniversityOfSouthWales> [accessed 16th March 2015].

Later footnote (LF)
Facebook, 7th March 2015.

Bibliography (Bib)
University of South Wales, 'We solve 90% of homicides in the UK – I don't think that's good enough. We need to solve every single one.' [Facebook post], 7th March 2015 <https://www.facebook.com/UniversityOfSouthWales> [accessed 16th March 2015]

YouTube

Order of Footnote (FN)
1. Author or compiler name if available
2. *Title of YouTube video* (in italics)
3. [YouTube video]
4. Organisation responsible
4. Day month year of video
5 <Web Address> (between arrows)
6. [Accessed, day month year] (in square brackets)

FN
Battle of the Somme - Real Footage [YouTube video], 12th July 2006 <https://www.youtube.com/watch?v=-Tv5gBa9DQs> [accessed 16th March 2015].

Later footnote (LF)
Battle of the Somme.

Bibliography (Bib)
Battle of the Somme - Real Footage [YouTube video], 12th July 2006 <https://www.youtube.com/watch?v=-Tv5gBa9DQs> [accessed 16th March 2015]

Podcast

Order of Footnote (FN)

1. Name of author/presenter
2. *Title of podcast* (in italics)
3. [Podcast]
4. Day month year of podcast
5 <Web Address> (between arrows)
6. [Accessed, day month year] (square brackets)

FN

Andy Croll, *Dr Andy Croll explores the social history of Barry Island* [podcast], University of South Wales, ND <https://soundcloud.com/universityofsouthwales/dr-andy-croll-explores-the> [accessed 16th March 2015].

Later footnote (LF)

Andy Croll, podcast.

Bibliography (Bib)

Andy Croll, *Dr Andy Croll explores the social history of Barry Island* [podcast], University of South Wales, ND <https://soundcloud.com/universityofsouthwales/dr-andy-croll-explores-the> [accessed 16th March 2015]

This document is available in Welsh. Mae'r ddogfen hon ar gael yn Gymraeg.

End of guide