



Diploma in Family Historical Studies

Style Manual and Guide for Candidates 2021

Society of Australian Genealogists (ABN 45 029 698 871)

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Welcome and Introduction

Welcome to the Diploma in Family Historical Studies course. You will have already completed the Certificate in Genealogical Research at credit level or higher to have been admitted to the course, so congratulations on your achievement so far.

The Society of Australian Genealogists has been offering the Diploma in Family Historical Studies (Dip FHS) course since 1974. The Board of the Society may confer the Diploma on the recommendation of the Diploma and Certificate Committee (the Committee). Requirements for completion of the course are given in the Diploma in Family Historical Studies Regulations as at 13 December 2017 (refer Appendix 1).

The members of the Diploma and Certificate Committee, together with your supervisors and examiners, hope you find your Diploma studies a rewarding genealogical experience!

Janette Pelosi
Convenor, Diploma and Certificate Committee 2021

Queries concerning any aspect of the Style Manual and Guide for Candidates should first be referred to the Candidate's supervisor.

This Style guide is to be read with the Diploma Referencing presentation (PowerPoint slides).

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Based on previous guides prepared by Faye Young on behalf of the SAG Diploma and Certificate Committee. Revisions by Heather Garnsey, Jennie Fairs, Janette Pelosi and Jeremy Palmer.

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Presentation

Word Length	<p>Only the synopsis, appendices, references and bibliography are excluded from the word count. All other components of the thesis are included in the 20,000-word count with an allowance of $\pm 10\%$.</p> <p>Programs such as Word will provide an automatic word count which includes references. You must uncheck "Include textboxes, footnotes and endnotes" to provide a final figure in your submission. While you do not have to include the word count in the submitted work, you must provide this when submitting your thesis.</p>
Paper Size	A4
Line Spacing	<p>Text - Double spaced on one side of the page only</p> <p>References – Single line spacing</p> <p>Bibliography – Single line spacing within each entry, and double line spacing between entries</p>
Margins	3 centimetres on all sides
Pagination	<p>Two series of numbers:</p> <p>Preliminary pages – continuous from title page, using small Roman numerals (i, ii)</p> <p>All other pages – continuous commencing with first page of Chapter 1, using Arabic numerals (1, 2)</p> <p><i>Hint: Section your document to allow different page numbering in the footers.</i></p>
Quotations	<p>Direct quotations in the text must be footnoted.</p> <p>Short quotation (less than a complete sentence) – precede with appropriate punctuation, such as a comma and enclose in single quotation marks.</p> <p>For a quotation within a short quotation use double quotation marks.</p> <p>Long quotation (one sentence or longer) – include appropriate punctuation, indent without quotation marks, and type in single spacing. For a quotation within a longer quotation, use single quotation marks.</p> <p>All quotes should be in the same font as the body of the text, not in italics or bold.</p> <p>Examples of forms of Quotations are included on p.23.</p>
Charts	<p>Charts should be included in every thesis to show the relationships between those being discussed and should follow the drop-line pedigree chart format. They should show the full name of each family member, and the date and place of the event if known.</p>

eg. Robert John SMITH
b. 2 Jun 1843, Tiverton, DEV ENG
d. 8 Nov 1879, Melbourne, VIC AUS

Long drop charts of lists of descendants, trees in column format or those based on the Henry code are unacceptable.

Charts should show:

Surnames denoted in capitals – all males to have their surnames included, unmarried women do not need to have their surname included if their father is on the same chart.

The wife being recorded to the right of the husband with marriage details under the wife in the order of birth, marriage and then death.

Dates being written as 5 Apr 2014 instead of 5/4/2014 (which in America would be interpreted as 4 May 2014).

Locations should give enough detail to ensure there is no uncertainty as to the place – e.g. 'b. Newcastle' is insufficient as it does not indicate if the birth has taken place in Australia or England. The Chapman County Codes (see http://en.wikipedia.org/wiki/Chapman_code) can be helpful in keeping the space required to record county, state and territory names to a minimum.

Standard abbreviations should be used to denote terms such as birth (b.), death (d.), marriage (m.), baptism or christening (bpt.), burial (bur.), arrival (arr.), circa (c.) or about (abt.). Any abbreviations used should be explained.

Consistency of content and format should be demonstrated across all charts included in the thesis.

The compiler of the chart and the date it was compiled should be indicated.

A sample chart is included as Appendix 2, p.28.

Illustrations	Each illustration should have an appropriate caption and acknowledge the source used. Illustrative material should be kept to a minimum unless otherwise advised by the Supervisor.
Submission of copies	Two print copies of the thesis must be submitted. One must be hard-bound and will be retained and placed in the SAG library on open access. The second can be hardbound or spiral bound and will be returned to the candidate. A PDF version must also be submitted and will be retained by the Society.

Note: If the COVID-19 pandemic continues you may be advised of other arrangements for submission.

Compulsory Inclusions

Title page At the foot of the title page please include the following:

A thesis submitted to the Society of Australian Genealogists in partial fulfilment of the requirements for the Diploma in Family Historical Studies, 2021. [i.e. year you are submitting your thesis]

Certificates The following statement must be bound into the front of the thesis:

Supervisor's Certificate: A certificate signed by the Supervisor that the work is in the proper form for submission. The wording to be used on this Certificate is:

I, *[insert name here]*, hereby certify that this work is in the proper form for submission.

(signature and date)

Candidate's Certificate: A certificate signed by the candidate that the work is the original work of the candidate and that the main content of the material contained in it has not, either in whole or in part, been presented in support of an application for any degree or diploma, or identifying such part as has been previously presented. The wording to be used on this Certificate is:

I, *[insert name here]*, hereby certify that this is my original work and that the main content of this work has not been presented in support of an application for any degree or diploma, nor has it been or is it being prepared for publication.

(signature and date)

If there has been any prior use of material in support of an application for any degree or diploma, or the material has been previously prepared for publication, a further statement signed by the candidate must also be included giving these details.

Both the certificates should be on the same page.

Parts	The thesis must include a synopsis, full bibliography and reference notes. Reference notes must include call numbers or other appropriate identification of archival sources consulted.
Synopsis	A synopsis should be a concise statement of the argument. It should be presented as usually no more than one or two pages and be neither detailed nor illustrative. The synopsis must conform to that approved by the Committee on admission to the course.
Introductory chapter	This chapter should be a concise summary which focuses on the organisation and content of the thesis. It should describe: the scope of the work; sources and methods of research used, including any problems encountered; chapter divisions; and conclusions reached. The contribution made by the thesis to knowledge of family history should be indicated. This chapter forms part of the word count.
References	The reason that references are required in your thesis is that you should both provide evidence which will help others to check whether they agree with your conclusions and acknowledge the work of others. Not to acknowledge the work of others is plagiarism (whether done deliberately or unintentionally) and this is not acceptable in the Diploma course.

Theses submitted for the Diploma in Family Historical Studies must adhere to the Chicago Manual of Style (17th Edition).

Note that the Chicago style allows for two different types of references – you are required to follow Chicago 17th Style A – Notes-Bibliography.

Please also note that while the Notes-Bibliography style allows for either footnotes or endnotes, **you are required to submit your thesis using footnotes.**

As this style is widely used in academic circles, you will find numerous guides for students online which are freely available, including the following:

Referencing and Citation Styles – Chicago 17A (University of Sydney Library)
<http://libguides.library.usyd.edu.au/c.php?g=508212&p=5426978>.

Referencing Style Guides – Chicago 17A (University of Queensland Library)
<https://guides.library.uq.edu.au/referencing/chicago17/introduction>

Monash University Library – Citing and Referencing (online tutorials)
<https://www.monash.edu/rlo/research-writing-assignments/referencing-and-academic-integrity/citing-and-referencing>.

Chicago Manual of Style <https://www.chicagomanualofstyle.org/home.html>. While this is a fee-based website there are ample free quick guides available here which relate to the Notes-Bibliography style.

Online guides to the Chicago 16A style will usually be consistent with Chicago 17A style. Chicago 16A included more guidance on works found online, including digital object identifiers (DOIs) and persistent identifiers than Chicago 15A. Chicago 17A prefers short forms of title to the use of *ibid*. (See Referencing PowerPoint for some examples)

Note that the Society previously required the Traditional Footnoting style to be used in written work and it is only from 2012 onwards that the Chicago Style has been adopted. Any previous theses held in the Society's collections should therefore be used with caution if consulted for style guidance.

See pages 12-19 for further guidance on footnoting.

Order of Parts

Items marked with an * are the only ones included in the word count

Preliminaries:

Title Page
Certification – Candidate's and Supervisor's Statements
Acknowledgements

Preface (if any)
Table of contents
Table of Abbreviations (works and organisations frequently cited in the text)
List of Tables (if any)
List of Figures (if any)
List of Illustrations (photos, sketches, family tree charts, maps)
Synopsis

Text

Introduction *
Main body *
Conclusion *

Reference Material

Appendix (or appendices) (if any)
Bibliography
Index (if any)

Research and Evidence

When writing your research in your thesis you will want to give evidence of what you have found and where you have found it.

This will allow others to check your sources to confirm whether, or not, they agree with your findings based on the evidence provided.

When you refer to other people's work you should acknowledge this.

Plagiarism

Q: What is plagiarism?

A: It is 'the practice of taking someone else's work or ideas and passing them off as one's own'.*

Plagiarism may be deliberate or unintentional. Both forms are still plagiarism.

* (Oxford English Dictionary

<http://www.oxforddictionaries.com/definition/english/plagiarism>)

Primary and Secondary Sources

Historical evidence comes in two basic forms: primary sources and secondary sources. You should question how accurate your source is likely to be based on whether it is a primary or secondary source for the information provided.

Primary sources are 'those that came into being at the time the historian is researching'.*

Secondary sources are an 'interpretation of the past written at a later time.'*

* G.M Hibbins, C. Fahey and M.R. Askew, *Local History: A Handbook for Enthusiasts* (Sydney: Allen & Unwin, 1985), 7, 3.

The Role of the Supervisor

Each candidate is allocated a Supervisor for the duration of their candidacy.

The role of the Supervisor is to **provide general guidance throughout the period of the candidature, to assist** the candidate in the final preparation of written work and to ensure that it meets the requirements of this Guide, the current Diploma regulations and the Chicago style of referencing.

It is expected that all candidates will have an adequate command of the English language and will not require guidance with grammar, spelling and sentence construction.

It is the candidate's responsibility to remain in contact with the Supervisor, and it is not the role of the Supervisor to ensure that deadlines are met by the candidate.

Supervisors are required to issue a statement certifying that the thesis is in a proper form for submission and, in order to do this, they must be given ample opportunity to read the draft of a candidates' work. Each Supervisor may be responsible for one or more candidates each year, creating a tight schedule for the reading of all draft material.

Interaction with the Supervisor will no doubt vary from candidate to candidate, but desirably drafts of chapters or sections should be seen and commented on by the Supervisor as the writing of the thesis proceeds, with the final draft being put before the Supervisor at least two months prior to the due date.

Supervisors are not responsible for the overall outcome of each candidate's work. A Supervisor's Certificate in no way implies that the work submitted is of a standard suitable for the award of a pass grade.

Examination

Candidates will normally sit for an examination in the October following submission of their thesis, or at another time determined by the Committee.

Sample examination papers are issued to candidates when they reach this stage of the course and may be a useful guide to the general scope of the written examination.

Choices are offered on the paper and there are no compulsory questions. Answers must be written in narrative form and should not consist of a series of summarized points. Each answer should include an introduction and a conclusion.

No texts or aids of any kind are permitted to be used while the written examination is undertaken.

Fees

Note that the regulations require all Diploma candidates to be members of the Society prior to making application for admission as a candidate and to retain membership up to and including the date upon which they are awarded the Diploma in Family Historical Studies or withdraw from candidacy.

In the event that their annual membership fee is not paid within two (2) months of the date upon which it falls due a candidate is deemed to have withdrawn from candidacy.

It is the responsibility of the Diploma candidate to ensure that their membership fees remain current and no additional reminder will be issued to them beyond the normal renewal notice distributed to all members.

A once-off fee of \$660 (including GST) is payable upon acceptance to the course – an invoice covering this amount will be issued and is payable within 30 days.

**Date of
Submission**

The thesis is due on **30 June** of the year following admission to the course.

Extensions to this deadline will only be given under extenuating circumstances and any application for an extension must be submitted to the Society well in advance of the scheduled submission date.

Writing your text

Writing style:

You will want to write a family history that others will enjoy reading. Your stories can bring your ancestors “to life” for their descendants. Making your text more descriptive and less repetitive in the wording you use can make a difference to whether the reader wants to keep reading. There are many books available which include useful suggestions on how to write.

The style you use will depend on how you want to tell your story. Most theses, however, will be written in the third person (using “he”, “she” or “they did”, rather than “I did”).

Copyright and Permissions:

If you are going to reproduce illustrations, maps, photographs and any published or unpublished works you may need to get copyright permissions from the owner of the copyright. This may not be the same as the present owner (say of an object or a letter). You may also require permission to publish from a library or archive, especially for unpublished works. Further information is available from the Australian Copyright Council <http://www.copyright.org.au>.

A few relevant works for those writing history and family history are given here. Many will be available in your local library or genealogical society’s library.

Suggested reading:

Carol Baxter, *Writing Interesting Family Histories*. revised ed. (St Ives, NSW: The Author, 2016).

Board for the Certification of Genealogists, *Genealogy Standards*. 50th Anniversary Ed. (Washington: The Board, 2014). [This book explains the genealogical proof standard.]

Ann Curthoys and Ann McGrath, *How to Write History That People Want to Read* (Sydney: UNSW Press, 2009).

Hazel Edwards, *Writing a Non-Boring Family History*. Rev. ed. (Alexandria, NSW: Hale & Iremonger, 2003). Also available as an e-book.

Family Histories and Copyright. G042v12. (Strawberry Hills, NSW: Australian Copyright Council, 2012)
Downloadable from

http://www.copyright.org.au/ACC_Prod/ACC/Information_Sheets/Family_Histories_Copyright.aspx?WebsiteKey=8a471e74-3f78-4994-9023-316f0ecef4ef

Noeline Kyle, *Finding Florence, Maude, Matilda, Rose: Researching and Writing Women into Family History* (St Agnes, SA: Unlock the Past, 2013).

Elizabeth Shown Mills, *Evidence Explained: Citing History Sources from Artifacts to Cyberspace*, (Baltimore, Maryland: Genealogical Publishing. Revised Third Edition, 2017).

Referencing

Footnoting:

Remember that the overall principle of footnoting is that others should be able to check stated facts in your written work by being directed to the source of the information. It is not necessary to footnote absolutely every statement you make – common sense should prevail.

While we ask you to follow the Chicago format, we also recognize that genealogical research may require some sources to be referenced that you will not readily find in academic style guides designed for university students. The most important thing is to be consistent and logical in your recording of references used and sources consulted.

Bibliography:

Although the Chicago 17th A Style states to set out all items in your Bibliography in alphabetical order, you may prefer to break down this listing into subsections such as Published Books, Newspapers, Online Resources, Unpublished Sources, etc.

The following genealogical-specific examples of footnoting based on the Chicago Style of referencing may be helpful.

*(Hint: When **writing** your thesis you may prefer to put full citations in all your footnotes. This will avoid the problem of cutting and pasting text and finding you don't know which book or article a short form once referred to. When you do the **final editing** you can tidy up any duplication.)*

Note: You may see footnotes using *ibid.* = *ibidem* (Latin for 'the same'). Chicago 17A prefers using a shortened form of the title.

Book	1 st footnote	W.E. Tate, <i>The Parish Chest: A Study of the Records of Parochial Administration in England</i> (Sussex: Phillimore, 1969), 53. (For examples of books with more than one author or editor please see the Chicago Style Manual of Style Quick Guide.)	Given name/s of author or initials Surname Comma Full title in italics Colon before subtitle (if any) Full stop if edition added Open bracket Place of publication [colon] Publisher [comma] Date of publication Close bracket Comma Page number or range [no 'p.' or 'pp.' used, only number] Full stop
	Immediately following footnote	Tate, 55-56.	Author's surname Comma Page number or range Full stop
	Subsequent footnote	Tate, <i>The Parish Chest</i> , 87.	Author's surname Comma Short Title Comma Page number or range Full stop
	Bibliography	Tate, W.E. <i>The Parish Chest: A Study of the Records of Parochial Administration in England</i> . Sussex: Phillimore, 1969.	Surname [comma] & initials or given name of author separated from title by full stop Full title in italics Colon before subtitle (if any) Full stop Place of publication Colon Publisher Comma Year of publication Full stop

Journal article (printed)	1 st footnote	David Stevenson, "Apprenticeship: Scottish Stonemasons' Indentures, 1573-1740", <i>Scottish Archives: The Journal of the Scottish Records Association</i> , 17, no. 2 (2011): 58.	Given name & surname of author Comma Title of article in quotations [roman, not italic] Comma Title of journal in italics Colon before subtitle (if any) Comma Volume Comma Issue/part number if applicable Date in round brackets (may include month or season) Colon Page number or range (ones you used) Full stop
	Immediately following footnote	Stevenson, 59.	Author's surname Comma Page number or range Full stop
	Subsequent footnote	Stevenson, "Scottish Stonemasons' Indentures", 60.	Author's surname Comma Short title of article in quotes Comma Page number Full stop

	Bibliography	Stevenson, David. "Scottish Stonemasons' Indentures 1573-1740", <i>Scottish Archives: The Journal of the Scottish Records Association</i> , 17, no. 2 (2011): 56-72.	Surname & given name or initials of author separated by comma Full stop Full title of article in quotations Comma Full title of journal in italics Colon before subtitle (if any) Comma Volume Comma Issue/part number (if any) Date of publication in brackets (may include month or season) Colon Page numbers (of whole article) Full stop
Electronic journal article	1 st footnote	Katherine Foxall, "From Convicts to Colonists: the Health of Prisoners and the Voyage to Australia, 1823-1853", <i>Journal of Imperial Commonwealth History</i> , 39, no. 1 (2011): 1-2. doi:10.1080/03086534.2011.543793.	Referencing style the same as for a printed article Full stop Include a Digital Object Identifier (always lower case) or if a doi is unavailable the exact URL to the article. Full stop
	Immediately following footnote	Foxall, 3-4.	Author's surname Comma Page number or range Full stop
	Subsequent footnote	Foxhall, "From Convicts to Colonists", 12.	Author's surname Comma Short title of article in quotes Comma Page number or range Full stop

	Bibliography	<p>Foxall, Katherine. "From Convicts to Colonists: the Health of Prisoners and the Voyage to Australia, 1823-1853", <i>Journal of Imperial Commonwealth History</i>, 39, no. 1 (2011): 1-19. doi:10.1080/03086534.2011.543793.</p> <p>It is not necessary to include the date the website was accessed unless this is considered particularly relevant to the specific item being referenced (for example, if the website is no longer available).</p>	<p>Referencing same as for printed article Full stop Include a Digital Object Identifier (always given in lower case) or if a DOI is unavailable the exact URL</p>
Websites	1 st footnote	<p>Society of Australian Genealogists http://www.sag.org.au</p>	<p>Name of website URL (if not the home page provide the web page URL and the page name, if any)</p>
	Subsequent footnote	<p>Society of Australian Genealogists http://www.sag.org.au</p>	<p>Name of website URL</p>
	Bibliography	<p>Society of Australian Genealogists http://www.sag.org.au</p>	<p>Name of website URL</p>

<p>Databases /datasets or online sources</p>	<p>Footnote</p>	<p>Ancestry.com. <i>1871 England Census</i> [database on-line]. Provo, UT, USA: Ancestry.com Operations Inc, 2004. Original data: <i>Census Returns of England and Wales, 1871</i>. Kew, Surrey, England: The National Archives of the UK (TNA): Public Record Office (PRO), 1871. 1871 Census Record for Thomas Paulett, Rutland, England, TNA, RG 10/3300 Folio 44 Page 22, https://www.ancestry.com.au/search/collections/7619/.</p> <p>An example where a specific reference to the original custodian’s record is not available (multiple series in one database):</p> <p>Ancestry.com, ‘New South Wales, Australia, Assisted Immigrant Passenger Lists, 1828-1896 [database on-line], State Records NSW, <i>Sultana</i>, 28 June 1856, Charles Phipps, https://www.ancestry.com.au/search/collections/1204/.</p> <p>Findmypast.com.au Queensland Railway Employees, 1889-1940 [database on-line], Queensland Family History Society, https://www.findmypast.com.au/articles/world-records/full-list-of-australia-and-new-zealand-records/education-and-work/queensland-railway-employees-1889-1940</p> <p>The National Archives UK, Kew, Surrey, England, Prerogative Court of Canterbury and related Probate Jurisdictions: Will Registers. Will of Samuel Beard of Saint Leonard Shoreditch, Middlesex, 7 August 1832, PROB 11/1803/312, https://www.nationalarchives.gov.uk/</p>	<p>Owner of website Title or name of item Original custodian (where relevant) Original reference Enough information to redo the search and locate the required reference (Prefer to link to the specific database on sites such as Ancestry or Findmypast. Do not include long search result strings.)</p> <p>Owner of website Title or name of item Original custodian Enough information to redo the search and locate the required reference.</p> <p>Owner of website Title of database/dataset Contributor of data Link for specific database</p>
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	Subsequent footnote	<p>Ancestry.com, 1871 Census Record for Thomas Paulett.</p> <p>Ancestry.com, <i>Sultana</i>, 28 June 1856.</p>	It is not necessary to repeat all details, so long as it is clear to the reader which previous footnote is being referenced again.
	Bibliography	<p>It is not necessary to relist every online source for specific individuals in the bibliography. Rather there should be a separate listing of websites and databases/datasets consulted –</p> <p>Ancestry.com. <i>1871 England Census</i> [database on-line]. Provo, UT, USA: Ancestry.com Operations Inc, 2004. Original data: <i>Census Returns of England and Wales, 1871</i>. Kew, Surrey, England: The National Archives of the UK (TNA): Public Record Office (PRO), 1871, RG 10.</p> <p>Ancestry.com, https://www.ancestry.com/, Ancestry.com Operations Inc., Provo, Utah, USA, <i>New South Wales, Australia, Assisted Immigrant Passenger Lists, 1828-1896</i> [database on-line], State Records NSW.</p> <p>The National Archives UK, Kew, Surrey, England, Prerogative Court of Canterbury and Related Jurisdictions: Will Registers, PROB 11, https://www.nationalarchives.gov.uk/.</p>	
		<p>FamilySearch provides a suggested format for citing sources on its Wiki, “Cite Your Sources (Source Footnotes)”, https://www.familysearch.org/wiki/en/Cite_Your_Sources_(Source_Footnotes)</p>	Note the Committee does not require an access date to be included. Chicago 17A suggests they are of limited value.

Online family trees and documents	Footnote	<p>Ancestry.com. Ancestry Family Trees. saunders* Family Tree, Owner: renren2. q.v. Charles Sprigg (1783-1857). [no date provided.]</p> <p>Ancestry.com. Ancestry Family Trees. William Little Family Tree, Owner: jennycox16. q.v. William Little (1814-1850).</p> <p>Ancestry.com. Public Member Photos & Scanned Documents. Photo: Gravestone. Headstone, attached to Charles Sprigg (1783-1857). Shared by Jaqeroo, 17 November 2011.</p>	<p>Who submitted the tree, photo or document (often a username) Its description Date submitted (if included) Details of the person it is linked to (so a researcher can re-do your search and know they have found the right reference).</p>
	Subsequent footnote	Saunders Family Tree.	It is not necessary to repeat all details, so long as it is clear to the reader which previous footnote is being referenced again.
	Bibliography	Same information as provided in footnote.	
News-papers	Footnote	"Beaver", <i>The Advertiser</i> (Adelaide, SA), 27 February 1923, 8.	<p>Do not record the web page address (e.g. from Trove Newspapers citations) for the article in your thesis. Give the page number if possible. <i>(Hint: You may want to keep a separate research document with the links in case you want to check them later.)</i></p>
	Immediately following footnote	"Beaver", 8.	Provide enough detail so it is clear which newspaper was referenced.
	Bibliography	<i>The Advertiser</i> (Adelaide, SA: 1923-1930)	Note: If the title doesn't indicate the place it was published add a qualifier in round brackets. Record the year range you used, not the years the newspaper existed.

Un-published sources	Footnote	John Thompson, Memoirs [unpublished], 1987, held by his niece, Jessica Jones.	Who provided the information What form it took (eg. Letters, telephone conversations, memoirs) At what date Who holds it now
	Immediately following footnote	Memoirs.	
	Subsequent footnote	Thompson, Memoirs.	
	Bibliography	Thompson, John. Memoirs [unpublished], 1987, held by his niece, Jessica Jones.	Surname Comma First name Full stop Title Comma Date Comma Who holds it now Full stop
See also the Diploma Referencing presentation (PowerPoint slides) for further explanation.			

Archival sources

Chicago 17A and referencing archival collections:

Chicago 17A provides general advice on citing archival sources. For specific advice it is usual to consult the guides to citation style available on an archival institution's own website. Below is a list of selected Australasian and Irish/UK archival institution websites with links to their citation guidance.

If you are unsure how to cite a specific archive Public Access or Reference staff of the specific archival institution may be contacted for advice.

NAA	National Archives of Australia	Citing Archival Records – Fact Sheet 7 https://www.naa.gov.au/help-your-research/using-collection/citing-archival-records	NAA home page: https://www.naa.gov.au/
ACT	Archives ACT	Citation Guide PDF and Word available from: https://www.archives.act.gov.au/information/finding_aids	Archives ACT home page: https://www.archives.act.gov.au/
NSW	NSW State Archives (NSWSA)	Publishing and Citing State archives https://www.records.nsw.gov.au/archives/collections-and-research/guides-and-indexes/publishing-citing-state-archives	NSW State Archives home page: https://www.records.nsw.gov.au/
NT	Northern Territory Archives Service (NTAS)	Information leaflets: <i>Citing archives</i> https://dtsc.nt.gov.au/arts-and-museums/northern-territory-archives-service/archives-information-leaflets PDF available at: https://dtsc.nt.gov.au/_data/assets/pdf_file/0006/267828/citing-archives.pdf	NTAS home page: https://dtc.nt.gov.au/arts-and-museums/northern-territory-archives-service
QLD	Queensland State Archives (QSA)	Brief Guide 31: Citing archival records is available as a PDF. Use the Search Website box to find it.	QSA home page: https://www.qld.gov.au/recreation/arts/heritage/archives
SA	State Records of South Australia (SRSA)	Citation of Records from the Archive https://archives.sa.gov.au/finding-information/using-our-collection/starting-your-research/citation-records-archive	SRSA home page: https://archives.sa.gov.au/

TAS	Libraries Tasmania	How to Cite Our Resources https://libraries.tas.gov.au/how-to/Pages/citing.aspx	Libraries Tasmania https://libraries.tas.gov.au/Pages/Home.aspx
VIC	Public Record Office of Victoria (PROV)	How to cite public records https://prov.vic.gov.au/how-cite-public-records	PROV home page: https://prov.vic.gov.au/
WA	State Records Office of Western Australia	Currently being revised	SROWA home page: http://www.sro.wa.gov.au/
NZ	Archives New Zealand	Citations and reuse https://archives.govt.nz/search-the-archive/using-our-records/citations-and-reuse	Archives NZ home page: https://archives.govt.nz/
NZ	NZ History Online	New Zealand History Guide to Style https://nzhistory.govt.nz/hands/a-guide-to-style	New Zealand History home page: https://nzhistory.govt.nz/
Ireland	National Archives of Ireland	Referencing Archives https://www.nationalarchives.ie/historical-records/referencing-archives/	National Archives of Ireland home page: https://www.nationalarchives.ie/
Northern Ireland	Public Record Office of Northern Ireland	Copyright: Permission to publish (PDF) downloadable from https://www.nidirect.gov.uk/publications/copy-right-permission-publish	Public Record Office of Northern Ireland home page: https://www.nidirect.gov.uk/pro ni
Scotland	National Records of Scotland	NRAS for Researchers https://www.nrscotland.gov.uk/record-keeping/national-register-of-archives-for-scotland/nras-for-researchers	National Records of Scotland home page: https://www.nrscotland.gov.uk/
UK	The National Archives (United Kingdom)	Citing records in The National Archives https://www.nationalarchives.gov.uk/help-with-your-research/citing-records-national-archives/	The National Archives (UK) home page: https://www.nationalarchives.gov.uk/

Quotations

As mentioned in referencing above it is a requirement that you acknowledge the works of others and avoid plagiarism. Where you wish to quote the work of another author directly or verbatim (word for word) you must indicate this by using the quotation style outlined below. Even where you paraphrase the words of another author you still need to provide footnotes to show you used their work.

All quotes should be in the same font as the body of the text and not in italics or bold.

Direct Quotations

Direct quotations in the text must be footnoted.

Short Quotation

Where a short quotation is less than a complete sentence, precede with appropriate punctuation, such as a comma and enclose in **single quotation marks**:

In writing about his wife, he described her as growing ‘the most wonderful scented roses you could imagine’ and possibly this is why she won first prize at the local show from 1875 to 1893.

For a Quotation within a Short Quotation

Use double quotation marks.

The *Bathurst Times* recorded in her obituary published on 15 March 1894 that ‘Laura Boswell won first prize for roses from 1875 to 1893 and renowned horticulturalist Phillip Glasnier said “the roses exhibited in 1887 contained the most wonderful fragrance he had ever had the pleasure to judge” and that it was no wonder that three new varieties had been named in her honour during her lifetime’.

Long Quotation (one sentence or longer) – include appropriate punctuation, **indent without quotation marks**, and type in single spacing. For a quotation within a longer quotation, use single quotation marks.

Laura died on 12 March 1894 and her loss to the local community was immense. She had been a mainstay of the local garden club for many years.

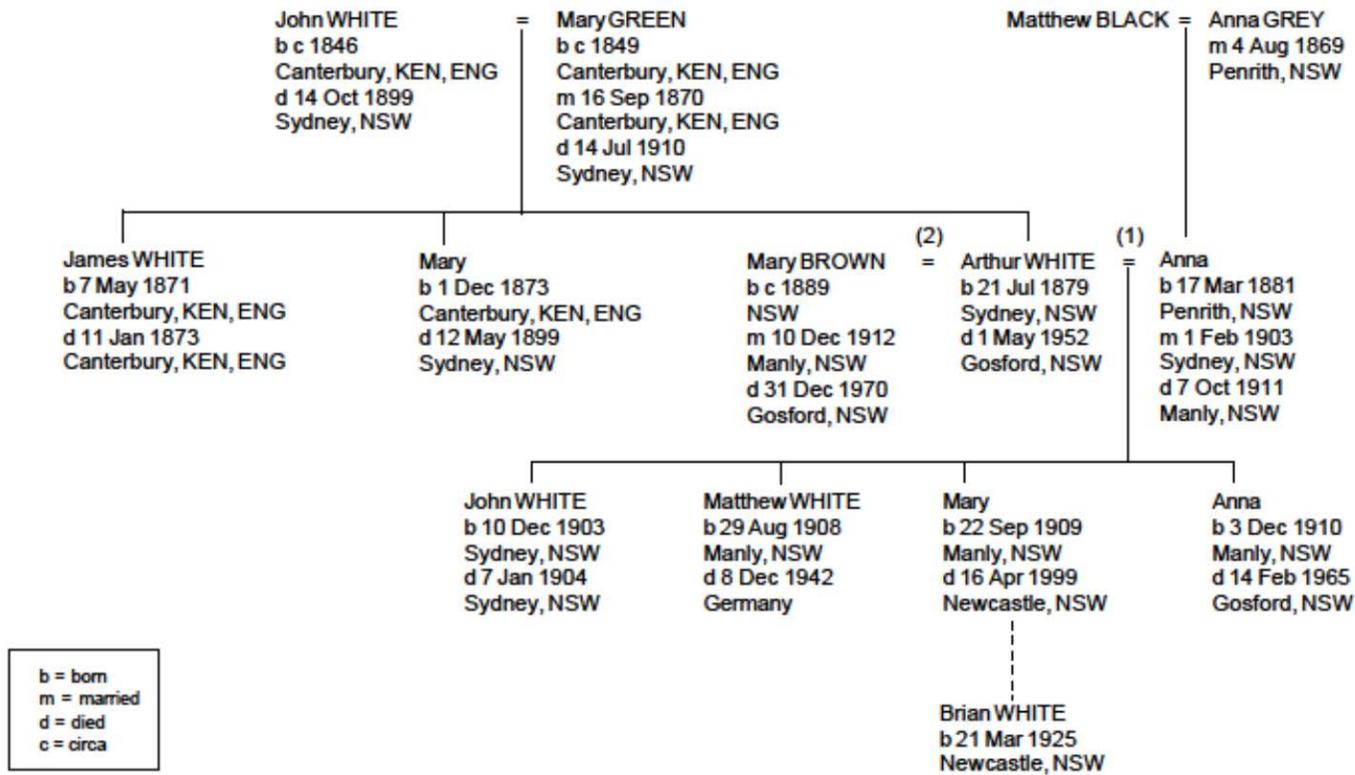
Delivering the eulogy at her funeral at Bathurst Cathedral, her son said:

Rarely has there been a gardener so generous in sharing cuttings of her favourite plants with enthusiastic amateurs and those who shared her passion for fragrant flowers.

Her funeral was attended by representatives of the NSW Rose Society, the Amateur Gardener’s Club and the NSW Horticultural Society, among many others, and her loss was greatly mourned.

Appendix 1 – Regulations – see attached – version 24 October 2020.

The White Family of Kent, England and NSW



Garry White March 2013